Destroy after 1977

File No. F. 8-FSI/51

1951.

Collection No.

(1)

Ministry of E. A.
Foreign Service
Instructions

Pros.
Serial Nos.

D. 40-FSI/51

Subject.

Chapter IV - Official Insignia

Compilation of Instructions for India's Foreign Service

Previous References.	Later References.
	F./53/1014

Keep
D
3
26.11.

NAIDLF00714631

S. 97 (Unbleached).

LCAS—C.P. 22—(MFP 6862/A/OP/937/Civil—9-3-50)—(C/158/50—P. J./MFP—3-5-50)—20,00,000.

Ministry of External Affairs.

......

F.No.8-FSI/51

Subject:- FOREIGN SERVICE INSTRUCTIONS.
Chapter IV - Official Insignia.

(2)

D.No. 40-FSI/51. .... (1).

At S.No.(1) is the chapter on 'Official Insignia' taken from 'General Instructions for His Majesty's Foreign Service.' Copies of the instructions issued by this Ministry are at slip 'A'. The material received is not enough for drafting the complete chapter. The draft chapter put up therefore contains only such paragraphs on which material was available with me. Other paras. will be drafted and added as soon as the material for them is received. The numbering and arrangements of the paragraphs will be finalised when the draft is complete.

2. Following comments are offered on the paras. of S.No.(1):-

Para. 1. Since we do not have separate flags for our diplomatic and consular representatives para. 1 of our draft will be as put in the draft.

Para. 2. No instructions on the use of different sizes of the flags have so far been issued to the missions abroad. G.II Branch may see and ~~x~~ note the present position in the matter.

Para 2:
It is desirable that these should be prescribed
2/3

Paras. 3-5. These paras. have not be included in our chapter because we have no separate flags for our diplomatic and consular representatives abroad.

Para. 6. We may not include this para. in view of our instructions contained in G II Br. memo. No. D.5462-GII/50, dated the 8th December 1950.

x slip A

Para 6:
'Flag hoisting ceremonies' & flying of the flag are two different things. I presume that the National flag is to be flown on Independence & Republic day without any particular ceremony. If so this para suitably amended should be included.
2/3

x contained in G II Br. memo. No. D.4802-GII/49, dated the · Sept 49.
(in the covering slip A)

Para. 7 seems quite useful and has been adopted in toto.

Para. 8. We may substitute our own instructions on this point. A para has been added accordingly.

Para 8: I think the relevant para in S.No 1 is adequately worded for our purpose & should be adopted as it stands.
2/3

Para. 9. We do not seem to have issued any instructions on this point. G.II Branch may see for their comments.

Para 9: It is time we issued instructions covering this point. It would save a lot of last minute telegraphing.
2/3

Para. 10. This point does not arise as we have no separate flags for our diplomatic and consular representatives.

Para. 11. We have no definite instructions on submission of applications asking for flags. G.~~III~~ Branch should see and advise as to what may be put in, under this caption.

Para 11: This also needs doing.
2/3

Para. 12 Since no instructions to the contrary are available, it has been taken in toto.

Para 12: I agree; but do not see it in the draft. It should be included
2/3

Para. 13. Instruction on this point are also not available. G.I Branch may see and state the present position.

Para 13: There should be such instructions.
2/3

Paras. 14-15. Ad II Branch are concerned with this but they do not seem to have issued any instructions on this. They may see and furnish the necessary material for inclusion in our ~~x~~ chapter.

Paras 14-15: Yes.
2/3

From prepage.

(3) Paras. 16-19. In the absence of any instructions to the contrary, paras 16-19 of S.No.(1) have been included in the draft chapter as they are. ADII Br. may, however, see for their comments, if any.

Para. 20 has also been put in the chapter but ADII Branch should see and fill in the blank at the end of the paragraph.

3. G.II, G.I and AD.II Branches may see as suggested in the note above and furnish the material required for completing the chapter in hand.

PSKanwal
2/3/51

Margins. This is a very useful & important chapter which must be completed.

2.3.51

JS(W)

Asst(FS1.)

Reference JS(W)'s marginal comments.

Para 8 of S No.(1). It has been adopted as it is. (Cf para 3 of the draft).

Para. 12 could not be included through an oversight but has now been added. (Cf para 11 of the draft).

Para 6 will be suitably amended and included in the chapter after G.II Branch have confirmed JS(W)'s presumption noted in the margin.

2. The file may now be referred to G.II, G.I and AD II Branches who should see JS(W)'s marginal comments and furnish the required material as early as possible.

PSKanwal
3.3.51

3.3.51

~~JS(W)~~
~~US(G)~~
~~US(AD)~~

D-1212-GII/51

(4)

Ministry of External Affairs.

General II Branch.

From page 1. The points concerning GII Branch are dealt with seriatim:-

Para 2. Sizes of Indian National Flag.

In this connection a perusal of S.No(2) and the notes at pages 2-4 of File×31-GII/50 is solicited. It will be observed that while the ratio of length and width of the Flag has been laid down(3 : 2), sizes have not yet been prescribed and are being fixed by the Indian Standards Institute. The last note by the Ministry of Home Affairs on this point is dated the 20th Feby 1951 at page 16/N of the same file and also at page 1 of File ~~31(1)~~25-GII/51.

× slip F (~~Removed~~)

Slip G

Paras 6-9- Anniversaries and other ~~national~~ occasions.

The J.S's presumption is correct.

2. Para 6 of S.No(1) refers to British anniversaries for flying British flag. In this connection it may be pointed out that the High Commissioner for India in the United Kingdom had sought clarification as to the occasions on which the Union Jack should be flown alongside the Indian National Flag. The matter was discussed with the U.K.High Commission in India and it was decided that the Indian High Commissioner in London need fly the Union Jack along with the Indian National Flag only on the birthday of H.M. the King of England and reciprocally the U.K.High Commission in India will fly the Indian National Flag alongside the Union Jack only on the 26th January(Indian Republic Day). Please see S.Nos (8) and (10) in File F.1(25)-GII/50.

slip M (~~Removed~~)
Para (9)

3. As regards mournings on the death of important personages in India and in the foreign countries and the mode of flying the Indian National Flag, the question is engaging the attention of the Ministry of Home Affairs since 1949. They are laying down a procedure for action to be taken in India and the Ministry of External Affairs have taken the view that these instructions with suitable modifications can also be made applicable in the case of Indian Missions abroad. In this connection attention is invited to the notes at pages 1-11 of file 17(16)-GII/49.

Slip U (~~Removed~~)

4 In the proposed draft the circular instructions issued with our memorandum No: D.5462-GII/50, dated the 8th December 1950 do not appear to have been incorporated and it is presumed that this will be done when the draft is reviewed and finalized. In that connection it may be submitted that an exception was⊗allowed in the case of Sikkim for the reason that the Indian Military is stationed there.

× page 1-2/c
slip A

⊗ S(4) of File (~~Removed~~)
31(2)GII/50
Slip X

5 It may also be submitted that the instructions contained in our circular ~~instructions~~ letter No: +D.4802-GII/49 of Sepr 1949 in so far as the flying of Indian National Flag on important occasions like the Indian Republic Day by Indian nationals abroad is concerned have also not been incorporated in the draft under consideration. Indian nationals in foreign countries have been advised not to use the Indian National Flag on the National Day etc in a ceremonial manner; that is to say, they should not observe any flag hoisting ceremonies. There is,however, no restriction in flying the Indian Flag by Indian nationals on such occasions subject to the permission of the Govt of the Country concerned.

+ pages 4-5/c
slip A

6 Paras 11 and 13 concern GI Branch and para 12 A Branch and they may kindly see before passing on the file to AD II Branch.

7. Indian National flag can also be displayed by Heads of Indian Missions on their cars. A copy of the rules regulating the display of National Flag of India is placed below (Slip V)

8.3.51

GI
U.S.(G)

from prepage

(G-I Branch)

Para 11. Woolen flags of the following sizes are stocked in this Branch and are supplied to our Missions abroad as and when requisitions are received from them:-

12' X 8'
6' X 4'
3' X 2'
9" X 6" (car flags)

A para to this effect may be added.

2. Para 13. The question of deciding a standard design of the shield and plate to be fixed at the main gate of our offices in foreign countries has been under the consideration for ~~this Branch~~ and further action is held up in abeyance pending decision of equivalent terms in Hindi for various designation of offices by Parliament Secretariat. Some design will however be ultimately adopted and it seems desirable that a para to this effect may be included.

x F.6(192) GS/50

9.3.51. 9/3/51

A.M. Sharma
17/3

~~US(G)~~

19.3.51.
~~A Sec.~~ Re: para 12

~~Asstt: (FSI)~~ BSK 20/3

US(Awt) AS(R&I)
ADII

20/3

ADII Branch is only concerned with the placing of ~~stationery~~ indents on the D.C.S., Calcutta, as and when they are received from our Missions abroad. As these points raise questions of policy this Branch is not concerned.

31/3/51.
2/4/51

ADII is hardly concerned for giving suggestions for official seals etc. It would perhaps be best if relevant extracts are sent to all Missions for their comments before the chapter is finalised.

3/4

~~MKN~~ 20/3

AS(R&I)

Asst. FSI

Ministry of External Affairs.

....

Reference notes from page 3/n ante.

2 **Sizes of Indian National Flag.** It will be seen from G.II Branch note on para. 2 of S.No.(1) that the sizes have not yet been finalized by the Ministry of Home Affairs. G.II Branch might take up the matter with the Ministry of Home Affairs and request them to finalise this issue as soon as possible.

We should recommend the adoption of the sizes given in the proposed Para 11. They are most suitable & hardly require great deliberation for their adoption.
13.4.51

3. Para. (6) of S.No.(1). G.II Branch have confirmed J.S.(W)'s presumption. A ~~[illegible]~~ para. on it has therefore been added to our draft. Ministry of Defence (Naval Headquarters) should see the last sentence of this para for their concurrence.

cf para 4 of the draft chapter

Amended. 13/4

4. Para. 9 of S.No.(1). As will be seen from G.II Branch note on this para. and from notes at pages 1-11 of F.No.17(16)-G.II/49, the question has been under the consideration of the Ministry of Home Affairs for a long time. G.II Branch might ask the Ministry of Home Affairs to expedite their final orders on this ~~on~~ issue as early as possible.

✓ slip 11

5. Reference para 4 of G.II Branch note at page 3/n ante. Instructions contained in G.II Branch circular memo. No. D.5462-G.II/50, dated the 8th December 1950 have now been incorporated in a new paras. added to the draft chapter.

o pp 1-2 of slip A

x cf para 5 & 6 of the draft

6. Reference para. 5 ibid. Two further paras. based on the instructions contained in G.II Branch letter No. D.4802-G.II/49, dated the Septemner 1949 has also been added to the draft.

$ cf paras 7 & 8 of the draft.

o pp 4-5 of slip 'A'

7. Reference para.7 ibid. A para. relating to the display of national flags on cars by the Heads of the Missions has also been added.

cf para 9 of the draft

8. Reference para.11 of S.No.(1) and Para. 1 of G.I Branch note at page 4/n ante. A para. based on the material furnished by G.I Branch has also been added to our draft chapter.

‡ cf para 10 of the draft

9. Reference para. 13 of S.No.(1). In view of G.I Branch note on this para (para. 2 of their note) we shall have to wait for the necessary material from G.I Branch who may ask the Parliament Secretariat to expedite the matter.

10. Reference AD.II Branch note at page 4/n ante. It is ~~most~~ surprising that AD.II Branch have no material for drafting

From prepage.

similar paras. to paras. 14-15 of S.No.(1). The Indian Missions are not supposed to use official seals and stamps other than those prescribed by the Government of India. If so, the desirability of asking for comments of Indian missions on this subject is not understood. It is for the Government to lay down the specific seals and stamps to be used by the missions as the missions are not expected to use different designs of official seals and stamps. In the absence of any material with AD.II Branch we may adapt para. 14 of British chapter as it is. But the contents of para. 15 shall have to be replaced fully by our own definitions. AD.II Branch may see again and furnish material for this paragraph after consulting the Ministry of Home Affairs, if necessary.

11. AD.II Branch have also not completed the last para. of the draft chapter which may be completed with the addition of the words ' Ministry of External Affairs' at the end.

12. ×G.II, G.I and AD.II Branches may see with reference to notes above, after which the file may be referred to the Ministry of Defence as suggested in para. 3 ~~2~~ above.

× G. III may remove their files

PSKanwal
11. 4. 51

JS(W)

Margin overleaf. I have made extensive alterations in the draft rules which should be seen by the appropriate sections.

2. Regarding Seals and Stamps, I agree with the remarks made in Assistant (FSI)'s note above. This is not a matter on which our Missions can be usefully consulted. We will have to make up our mind ourselves. I suggest that paragraphs 14 and 15 of the British Instructions should be adopted by us, with such changes as are necessary for our purposes. I am quite willing to help AD-II Branch in this matter and suggest that they submit the papers to me as early as possible.

(B.F.H.B. Tyabji)
14. 4. 51.

Asstt. (FSI). A fair copy of the amended draft is put up on the file. G.II, G.I and AD II Branches may see for immediate action and return the file quickly for ~~bringing~~ despatch ~~expression~~ to the Ministry of Defence.

PSKanwal
16/4/51

16/5

~~G. II~~ Relevant extract from notes retained. File returned. 16/4

G. I 25/4.

AD II
16/4/51

Ministry of External Affairs

AD II h

Reference office note on pre-page dated 16.4.51.

The relevant extracts have been taken for action in this Branch. These papers may now be returned to F.S.I Br.

21/4

23 APR 1951
MINISTRY OF DEFENCE
NEW DELHI

No 5329/CR

AS ~~(AD)~~

24/4

ASST (FSI)

~~G I~~ Seen thanks.

25/4/51

Asst (FSI)

R Ministry of Defence [with refce to para 3 of office note at p5/ante]

M. of E.A. u.o. No. D.40-FSI/51 dated 23.4.51

1663-M/D(N)
26/4

MGS

M&S

24/4

D(N)

MOD/3905/D-G.S.
24/4/51.

Ministry of Defence (Navy)

Seen, thanks. We concur with para 4 of the draft.

9/5/51

B3
9/5

1634 8/5/51

E.A. Ministry

1366-~~1663~~-N/D(N) dated 9.5.51

FSI 10/5/51

D.69-FSI/51

Ministry of External Affairs.

....

D65FS1/51

Extract from G.II Branch file bearing D.No.2183-GII/5

.....

The Ministry of Home Affairs may see paras. 2 and 4 above and J.S.(W)'s note on the margin and let us know the decision in the matter. The information on these points is required urgently as it is to be included in the "Foreign Service Instructions" which are under preparation in this Ministry.

val page 5/ante

The attention of the Ministry of Home Affairs is also drawn to their u.o. No.D.492/51-Public, dated the 21.2.51 in F.No. 31-GII/50 and u.o. No. D.121/51-Public, dated 22.1.51 in F.No.17(16)-GII/49.

x not on this file

Itd. GLN,
21.4.51.

Sd/- C.M. Sharma,
21.4.51.

Ministry of Home Affairs
M. of E.A. u.o. No.2037-G.II/51, dated 21.4.51.

(Notes in the Ministry of Home Affairs)

The National Flag Sectional Committee decided that there will be five standard sizes of the National Flag (including the one for motor car), which are indicated below:-

'A'

(i) 21 feet X 14 feet.
(ii) 12 " X 8 "
(iii) 6 " X 4 "
(iv) 3 " X 2 "
(v) 9 inches X 6 inches. (Motor car flag)

The specifications of the National Flag of India (Cotton Khadi) have been finalised, but those for the silk khadi and woolen khadi are yet under consideration. Govt. have yet to approve of them for their purposes.

2. With reference to this Ministry U.o. No.D.121/51-Public, dated the 22.1.51 cited at prepage, it may be stated that the revised instructions as to the action to be taken on the death of High Officials in India have not yet been finalised.

x not on this file

Itd.xxxx
26.4.51

Sd/- A.V. Raman.
26.4.51.

Ministry of E.A.
M. of H.A. u.o. No.D.1177/51-Public, dated the 27.4.51.

Ministry of External Affairs.

For information.

Asst.(FSI) may see with reference to paras. 2 and 4 of his note on prepage.

V page 3/n ante

As for the remaining information, the Ministry of Home Affairs may be reminded after a month or so.

G.I Branch may also see with regard to sizes of the flags as given at 'A' above.

Itd. GLN,
2.5.51

Sd/- C.M. Sharma,
3.5.51.

D.264-G.II/51

Ministry of External Affairs.

(10) Reference notes from page 7/n ante.

2. Defence Ministry's note at page 7/ante is for information.

3. Home Ministry's note at prepage is also for present information. Although they have given us the standard sizes of the National Flag but they have not as yet prescribed the particular occasions or places at which the different sizes are to be used. They have also not mentioned the sizes in terms of 'breadths' as given in para 2 of the British Chapter (SNo (1)). In their note at prepage, the Ministry of Home Affairs have stated that the specifications of the National Flag of India (cotton Khadi) have been finalised, but they have not explained as to what these specifications are. G.II Branch may see and make another reference to Home Ministry asking for the above information. They may also press them to finalise instructions relating to lowering of National Flag on the death of high personages.

We should do this. 14/5

Hardly necessary 14/5

Why do we need them? We shall supply flags to our missions. 14/5

This is necessary 14/5

4. G.I Branch may see with reference to para. 9 of office note at pages 5/n ante and let us know the present position in the matter. They should also press Parliament Sectt. to expedite the issue of final instructions.

5. AD II Br. may see with reference to their note at page 7/n and let us know the present position in the matter.

PSK 14/5/51

14.5.51

A copy of para 3 retained. 29.5.51.

G.II

A.D. II

28/5/51

[withdrawn from US (AD) on 21.6.51]

PSK 21/6

~~JS (W)~~

Reference.

~~AD-II~~

G.I

Extract of notes from G.II Branch File bearing D.No. 2754-G.II/51.

....

xxx xx xxx

So far as 2(i) is concerned, the following paragraph should be put in our draft:-

"The various prescribed sizes of the National Flag are:-

(1) 21 feet x 14 feet

(2) 12 feet x 8 feet

(3) 6 feet x 4 feet

(4) 3 feet x 2 feet

(5) 9 inches x 6 inches (Motor car flag).

Flags of these sizes will be supplied to Missions abroad on application to the Ministry of External Affairs. The usual sizes of the flags to be used by diplomatic and consular officers for various purposes are as follows:-

For use on shore	12 feet x 8 feet
For use on shore when specially authorised e.g. on exceptionally large buildings	21 feet x 14 feet
For use on boats	3 feet x 2 feet
For use on board ships	12 feet x 8 feet

At ~~present~~ posts where the prevalence of high winds makes large flags unsuitable, flags of the size~~xx~~ 6 feet x 4 feet may be flown on buildings."

x occasions in which the National Flag should be lowered

2. As regards point x 2 (ii) above, the Home Ministry may be asked to expedite their decision.

Sd/- B.F.H.B. Tyabji,
22.6.51

Reference J.S.(W)'s note above.

2. The para. relating to 'Sizes of National Flag' has been incorporated in the draft. In view of the wording of this para., para. 10(a) relating to the 'Supply of Flags' seems redundant and may be omitted.

3. The chapter on 'Official Insignia' is still incomplete in respect of following points:-

(a) Instructions relating to lowering of the National Flag on the death of high personages.

(b) Display of coat-of-arms and consular shields.

(c) Specification and design of official seals and stamps.

4. G.II and G.I Branches may see items (a) and (b) above respectively and let us know the present position in the matter.

From prepage.

5. As regards item (c) above, US(AD) who was dealing with this case, may see and let us know the progress made in this connection.

PSKanwal
31. 7. 51

31.7.51

~~JS (W)~~

Ministry of Home Affairs were reminded on 24.7.51. Their reply is awaited.
KEB 31.7.51.

~~G II~~ Br.

G I / Br

A design of the shield has been approved by H.P.M. and sample is awaited from D.G.S.&D.

US (AD)

Asst. (FSI)
31/7/51

2/8

"A" | This matter is being dealt with on a different file. Asst. (FSI) will be informed when a decision has been taken.

Ansafrani
14/8/51

J.S.(Ad) wanted to see this file. It has been received by Assistant(FSI) only today.

27.9.51.

J.S.(Ad)

I should like to see the file mentioned at "A" above. Why did this file not reach us more than a month after it was marked here? Asst (FSI) should show this note personally to US(AD) & bring the file here.

27.9.51

Asst (FSI)

Shown to US(AD) 15/x

Received on 15.12.51.

(13)

MINISTRY OF EXTERNAL AFFAIRS.

Para 3 (page 10/n) of the note dated the 31st July 1951 may kindly be seen.

2. On (a) no decision has so far been reached by the Ministry of Home Affairs. Regarding (b) a standard National Emblem ~~plate~~ shield has been decided to be put up outside the offices of the Indian missions and a paragraph (No. 13) has been included in the draft chapter. As for (c), a paragraph on 'Seals and Stamps', by necessary modifications to the relevant paragraph of S. No. 1, has been drafted and has been grafted at No. 14 of the draft chapter.

3. The designs of the seals and stamps used in the Indian missions are not uniform. No useful instructions on this point, therefore, can be issued. The instructions on the treatment of flags on deaths of important persons and designs of seals and stamps may be issued later on and for the present we may issue this chapter without them. A clean copy of the draft chapter is put up for approval.

This is being done by Mr R. Bhandari Attache' under U.S.(AD-I) & my supervision.
7/1

4. The seals and stamps for the Indian missions must be standardized. This question may be decided by Ad-II Branch whose file on the subject is placed below at flag A.

Yes.
7/1

4.1.52.

~~J.S. (Ad)~~

7.1.52

~~F.S.~~ Would Secy (CR) also kindly look through this chapter [illegible]?

12.1.52

Secy CR

12.1.52

Read today.
17/1

~~J.S. (AD)~~

The draft chapter has been removed for printing.

2. Ad-II may please see paragraph 4 above and remove their file placed below.

3. G-II may please indicate what is the position regarding treatment of the Flag on the death of important persons.

18.1.52.

AD II: file removed. A copy of para 4 has been retained.
29/1/52

'A'

29/1

~~18/1 Ad-II~~
G-II
29/1

29/1

'A' above.

The Ministry of Home Affairs are stated to have prepared the revised draft instructions on the subject under the new Constitution and will consult the Ministries of Defence and

(14) External Affairs in finalising the memorandum. The memorandum is awaited.

K.C. The Ministry of H.A is again being reminded.

30.1.52

30-1.52

FS(I)

Mr. R. Bhandari may kindly see paragraph 3 of Assistant(FSI)'s note dated 4.1.52 and J.S.(Ad)'s marginal remarks on page 12/N ante. The present position may kindly be indicated for information of J.S.(Ad).

x re-seals and stamps

6.2.52.

Mr. R. Bhandari.

Action is being taken on File No F.14(72)-AD II/51. The Manager, Govt. of India Press, Calcutta has been asked to get a specimen die prepared for approval. In the meantime all Missions have been instructed not to place any further orders for dies and seals. After the selection has been made the existing dies and seals will be replaced.

R Bhandari

14.2.52.

VB(Ad II) should see. He should call Attache' (Mr Bhandari) & become au fait with the subject as I should like him to progress this matter after Mr Bhandari leaves.

~~JS(AD)~~

14.2.52

Shri Bhandari is on leave. ~~Attache'~~ (Mr Bhandari)

VB/(Ad II)

18/2

Asst (FS I)

Received on 10.5.52.

14.5.52

Flag A

7 p 12/n ante

@ p 13/n ante

Please see Instruction 14 of the chapter on Official Insignia of the Indian Foreign Service Instructions. The seals and stamps mentioned in it have to be supplied to our Missions by this Ministry (vide Instruction 19). As the seals and stamps used by our Missions are not uniform, Ad-II Branch were requested to standardize them.

2. The file No. 14(72)-Ad-II/51 indicated in Mr. R.Bhandari's note dated the 14th February 1952 was examined. The specimen die referred to by him is for printing d.o. letter forms, distinct from the metal-seals and rubber-stamps mentioned in Instruction 14. Ad-II may kindly see for necessary action with regard to the seals and stamps.

14.5.52.

~~U.S. (FSP)~~
J.S. (Ad)

15/5/52

H. Dayal
19.5.52

DS V
~~FSP~~

Extract of the note [illegible] taken for necessary action.

Ad-II
3/6/52

20/5

3/6

flag A

Extract of notes dated 15.5.52 from file 8-FSI/51.

Please see instruction 14 of the chapter on official Insignia of the Indian Foreign Service Instructions. The seals and stamps mentioned in it have to be supplied to our Missions by this Ministry (Vide Instructions 19). As the seals and stamps used by our Missions are not uniform, ADII Branch were requested to standardise them.

P. 13/c.

2. The file No. 14(72)-ADII/51 indicated in Mr.R. Bhandhari's note dated 14.2.52 was examined. The specimen die referred to by him is for printing d.o. letter forms, distinct from the metal seals and rubber stamps mentioned in instruction 14. ADII may kindly see for necessary action with regard to the seals and stamps.

Sd. O.V. Ramadoraii
15.5.52

Sd. H.Dayal
19.5.52.

Ref: above.

The following stamps and seals are generally used in the Ministry and may be included in the Foreign Service Instructions:-

1) The Wax Seal. This is a brass seal die which leaves an impression on wax. It is used only for sealing purposes and imparts no other significance to the document on which it is impressed than the fact that it has been closed at a particular office.

2) The Official Stamp. This is a rubber faced stamp by which an ink impression is obtained. It is used to emphasise the official nature of the service performed in respect of a document and does not impart any legal validity to that document, or in the case where the document is already legally valid and merely required the authentication of a signature or seal.

3) Office stamps. These are rubber faced stamps by which an ink impression is obtained. These stamps are used for general office purposes only. They clothe the document on which they are imparted with no special or official significance, and are never used for such purposes.

The designs of the above instruments are as follows:-

1) The Wax Seal. Oval. The State Emblem and the motto should be within a rim containing the name of the office to which they are issued.

2) The Official Stamp. Circular in shape. The state Emblem with the motto within a double rim containing the name of the office to which they are issued.

3) Office Stamps. As required but without a rim and the State Emblem.

A

Besides the above certain other stamps are used for specified purposes viz. Passports, Agreements and Treaties etc. ~~which~~, which impart legal validity to a document. Protocol Division and the Passport Branch, which deal with these subjects, may see for necessary action with regard to these stamps.

S
11/6/52.

12/6

FS!:

Pt-I and PV-I Branches may please see 'A' of Ad-II Branch notes dated 12-6-52 on page 15/n and let us know the design(s) of the Official Seal(s) whose impression on a document imparts it legal validity. When this information is received, paragraph 15 of Chapter IV of our Instructions will be drafted on the model of paragraph 15 of the British Foreign Service Instructions.

= P 1/C
@ P 3/C

19.6.52.

U.S.(FSP)

M. Ramachandran
19.6.52

PT-I
~~PV-I~~

20.6.52

Ref. note above. The question of drawing up a standard 'Seal to be used ~~on~~ on agreements & treaties is still under consideration. In the ~~interim~~ the Official ~~seals~~ is being utilized to impart legality & authenticity to Treaties and agreements. PVI Branch may see now.

25/6/52

23.6.52

25/6/52
US(P-I)

PV I Branch

What is required is a description of the various seals. This may be given by PV II.

8/7
9/7

PV II

10/7

(P.V.II Branch)

The various kinds of seals and stamps used by our Missions abroad for passport and visa work are as follows :-

1. The embossing machines.

The embossing machine consists of two dies suitably engraved . The impression given by the ~~Mission~~ machine consists of two concentric circles .The State emblem i.e. the Asoka Lion with the motto 'Satyameva Jéyate' in Hindi appears in the inner circle. The name and the designation of the Mission appear in between the circumferences of the two circles. The embossing machines supplied to all our Missions are the same in size and shape.

[illegible]

Contd from prepage]

In addition, the usual official stamp is also used on all passports. This is circular in shape with the State emblem and the motto within a double rim containing the name of the Office of issue.

P.G.K.P.
18/7/52

18/7/52

US(PV)

19/7

J.S. ~~I~~

19/7

Copy of note in the file regarding report to J.S.(Ad) about the Foreign Service Instructions.

I should like to see the designs.

Sd/- H. Dayal.
26.6.52.

Please see notes from page 15/n ante and the impressions of (i) Official Seal, (ii) Official Stamp and (iii) Wax Seal at flag B.

x obtained from PV-II Br.

2. (i) Official Seal. This is an impression of the Embossing Press supplied to our Legation at Baghdad. The names of respective Missions are inscribed between the two rims.

1 obtained from P.S. to C.S.

(ii) Official Stamp. This is an impression of the Official Stamp of the Ministry of External Affairs. The names of respective Missions are carved between the two rims.

x Impression obtained from M. of Home Affairs – public Section.

(iii) Wax Seal. The shape and the size of the Seal have recently been prescribed by the Ministry of Home Affairs.(In our Ministry such a seal has not been obtained so far). The names of respective Missions will be inscribed outside the rim.

(iv) Office Stamps. They have no precribed shapes and sizes.

1 flag A
C of chapter
= flag C

3. A draft of paragraph 15 of the Chapter on OFFICIAL INSIGNIA is put up for approval. It may, however, be printed along with paragraph 4 for the sake of facility in printing and insertion in the Compendium. The material for paragraph 4 has been suggested by our Protocol Division but it has yet to be finalized by the Division in consultatio with the Ministry of Home Affairs and the P.M.'s Secretariat.

25.7.52.

~~U.S.(FSP)~~
J.S.(Ad)

25.7.52

H Dayal
26.7.52

US(FSP)
28/7

FS I

Copy of notes in PT-I Branch file -
Dy. No. 3461-PT(I)/52.

A

Discussed with F.S. I agree with U.S. except that mourning in our Missions abroad should be confined to Presidents and Prime Ministers. Ad hoc instructions will issue for other occasions when mourning is to be observed by our Missions abroad.

Sd/- I.S.Chopra.
14.6.52.

A draft note on the procedure to be observed by this Ministry and by Indian Diplomatic/Consular posts abroad is placed below for consideration. If approved, it is suggested that the draft be forwarded to the Ministries of Home and Defence to enable them adjusting their draft instructions accordingly. The draft may on finalization be also be appropriately incorporated in the relevant Chapter of the Foreign Service Instructions(India).

Sd/- A.K.Dar.
20.6.52.

I agree with the draft instructions placed below.

Sd/- I.S.Chopra.
25.6.52.

For further action now.

These papers may now be returned to the Ministry of Home Affairs with the request for adjusting their draft instructions on the subject accordingly.

2. A copy is also enclosed for transmission to the Ministry of Defence.

3. A copy of notes will be kept in the Protocol Division and antother copy will be supplied to Assistant (FSI) together with a copy of the draft instructions.

Itd. M.P.
27.6.52.

The papers may now be forwarded to Ministry of Home Affairs with reference to their u.o. of 7-4-52 on page 6 ante. That Ministry may wish to see the draft Foreign Service Instructions on mourning before forwarding the file to P.M.'s Secretariat.

Sd/- A.K.Dar.
30.6.52.

Ministry of Home Affairs.
M. of E.A. u.o. No. D. 3435-Pt-I/52, dated the 15-7-52.

Foreign Service Instructions - Chapter XI Official Mourning

In view of the decision that official mourning as a general rule will be observed by our Diplomatic Missions only in cases of the demise of Presidents and Prime Ministers of India, additional material for incorporation in the existing relevant chapter of the Foreign Service Instructions is set out below:-

Section A

DEMISE OF PRESIDENTS AND PRIME MINISTERS OF INDIA

The Ministry will on receipt of information from the Ministry of Home Affairs send a most immediate telegram to all Indian Missions and posts abroad as at appendix I.

On learning from the Ministry of Home Affairs of the date fixed for the funeral, the Ministry will similarly notify its Indian Diplomatic Missions by most immediate telegram as at appendix II.

The Ministry of Home Affairs will arrange to supply 100 copies of the Gazette Extraordinary announcing the death of the President /Prime Minister and the assumption of office by the new President/ Prime Minister. The Protocol Division will immediately distribute, under a complimentary slip, this Gazette Extraordinary to all Diplomatic Missions at Delhi. In case any similar official extraordinary announcement is put out by State Governments they will distribute copies to the Heads of Consular posts within the respective States.

The Ministry of Home Affairs will forward to this Ministry 100 copies of the relevant notice announcing the date, place and time of the funeral.

The Protocol Division will distribute, under complimentary slip, this official notification to all Heads of Missions at Delhi.

On receipt of intimation from the Ministry of Home Affairs of the date, time and place fixed for the memorial service, the Protocol Division will communicate the same to all Heads of Missions at Delhi by a circular note. The Protocol Division will also notify all Indian Missions and Consular posts abroad the date of the memorial meeting as in telegram at appendix III.

Besides notifying the Chiefs of Diplomatic Missions, the Protocol Division will also convey intimation relating to the three immediately preceding paragraphs to any other special foreign missions or foreign agencies then in Delhi.

All Indian Diplomatic Missions and Consular etc. posts abroad will, on receipt of the telegram at appendix I, immediately declare the remaining day to be a paid holiday and if the news is received after 1200 hours, the following day as well to be a paid holiday.

On receipt of telegram at appendix II, all Indian Missions and Consular posts etc. abroad will declare the day of the funeral to be a paid holiday.

Missions and Consular posts abroad may, where warrant ed by the size of the local Indian community or other local considerations, arrange to hold a memorial meeting preferably on the same date on which the memorial meeting is being held in India. In cases where a memorial meeting is not proposed to be held in India, Indian Diplomatic Missions and Consular posts etc. abroad may hold a memorial meeting preferably on t day of the termination of the official mourning period. Holdin of memorial meetings is not to be regarded as obligatory and is left to local discretion. Offices will not be closed on account of memorial meetings.

Indian Diplomatic Missions and Consular posts etc. should open mourning registers and keep them open during the full period of official mourning notifying this fact to the local authorities to which they are accredited and other diplomatic/consular posts in station.

Flags will be flown at half mast during the entire period of official mourning.

The period of official mourning will unless otherwise notified be as follows:-

(a) for Presidents of India - 13 days including the day of death.

(b) for Prime Ministers of India - 10 days including the day of death.

Section B

DEMISE OF HIGH STATE OFFICIALS AND PROMINENT PERSONALITIES IN GENERAL

It is contemplated that in the unfortunate event of the demise of Vice President of India, ex-Governors General and ex-Presidents of India, Union Ministers, Union Chief Justices, Speakers of the House of the People, Governors and Rajpramukhs of States, and national leaders, Government may wish to mark the loss in a beffing manner. Ad hoc instructions will issue for each such case. Indian Diplomatic Missions and Consular posts abroad will not as a rule be required to undertake any special action to mark the loss and when they are, instructions will be sent accordingly. The general procedure would be on the lines similar to those set out for the category of persons in part A. Flags will, however, be half masted only on the day of death or the day following depending on the receipt of intimation by the post concerned and also on the day of the funeral. Mourning periods will in such cases be usually confined to either threedays' duration including the day of the death or up to the day of the funeral, whichever period is longer.

Missions and posts abroad need not necessarily open mourning registered for persons under this category.

Unless specifically instructed offices abroad will not be closed on the demise of persons in this category.

(end of Section B)

Indian Diplomatic Missions and Consular posts abroad are not required to convey formally intimation of the demise of persons either in category A or in category B to the local authorities to whom they may be accredited.

In regard to restrictions on dress, social functions, use of mourning stationery and general decorum, Missions and posts will be guided by chapter XL on official mourning in the Foreign Service Instructions (placed below).

APPENDIX I

Telegram   Most Immediate

To all Indian Diplomatic Missions and Consular posts abroad.

Most profoundly regret to inform that President/ Prime Minister (name)........... Passed away at (time)......I.S on .... (date).

(name) .... has assumed office as new President/Prime Minister.

APPENDIX II

Telegram Most Immediate

To all Indian Diplomatic Missions and Consular posts abroad.

Continuation my circular telegram (appendix I) .... Funeral of late .... President/ Prime Minister will take place on (date and time) at (Place).

APPENDIX III.

Telegram Most Immediate

To all Indian Diplomatic Missions and Consular posts abroad

A. Continuation my circular telegram(appendix II). Memorial service for late President/Prime Minister will be held on(date and time) at(place.

or

B. Continuation my circular telegram(Appendix II) No repeated No Memorial service proposed locally.

Dy. No. 372-FSI/52 (3)

As per J.S(P)'s note dated the 14th June 1952 (p 18/n ante), our missions abroad are required to observe Official Mourning at the death of President and Prime Minister only. Based on PT-I Branch note on pp 19-21/n ante and the Memorandum of the Ministry of Home Affairs, paragraph 4 on the deaths of important persons has been drafted for chapter IV of the Indian Foreign Service Instructions. Before it is finalized, PT-I may kindly see

17.11.52.

R.I.C. 17/11

PT-I.

Ref. note above. PtI Br. have no comments to offer. US(Pt) may see.

P.N.S.
19.11.52. 19/11/52

U.S.(PTI)

I feel we could usefully add in the chapter words to the effect that ad hoc instructions will be sent on other occasions and elaborate the draft chapter somewhat by giving brief details of the method etc by which communication of such eventualities will be conveyed to the overseas missions.

19/11/52

× DFA.

The draft paragraph 4 has been re-arranged and is put up for approval.

2. In the form of telegram regarding memorial meeting at p 25/n ante, the expression " Memorial Service" has been used. It is, however, felt that due to the secular character of our Government, it should be "Memorial meeting". Accordingly the expression "Memorial meeting" has been used in the draft annexure II(c). U.S.(PT-I) may kindly see.

= attached to DFA.

2.12.52.

~~U.S.(FSP)~~
U.S.(PT-I)

3.12.52

I have made various suggestions on the draft

3/12/52

× faired.
2.12.52.

~~Pt I~~

4/12

R.I.C.
Assistant FSI
4/12

The following two draft paragraphs of chapter IV - Official Insignia - of the Indian Foreign Service Instructions are put up:

flag A.

(i) Paragraph 4 on deaths of important persons.
(ii) Paragraph 15 on designs of seals.

DFA-I
DFA-II

F.S. may kindly see for approval.

10.12.52.

17.12.52

~~U.S.(FSP)~~

JS(AD).

Dfa II is all right.

Dfa I shd be amplified to explain what exactly official mourning involves – no official entertainment, flying of flags at half mast, etc.

H. Dayal
23.12.52

~~US(FSP)~~
24/12
~~FSI~~

General instructions on official mourning in regard to its observance are contained in Chapter XL. At the end of DFA-I reference to this chapter has been indicated.

flag B.

5.1.53.

5.1.53.

~~U.S.(FSP)~~
~~J.S.(Ad).~~

F.S. may now see Dfa I for approval.

H. Dayal
5.1.53

~~F.S.~~

6/1/53

JS(AD)

7/1.

(4) & (5) — Issue

(Printed on file No F/53/1011)

~~US(FSP)~~
7/1
FSP
Record
(20)
14/1/53

(29)

Correspondence

D. 40-FSI/51

1

(1)

(30)

Chapter IV

OFFICIAL INSIGNIA

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ANNEX.—List of British Anniversaries on which the Flag should be hoisted.

OFFICIAL INSIGNIA

Diplomatic and consular flags.

1. In countries where it is the custom for diplomatic and consular representatives to fly their national flags over their official residences His Majesty's Foreign Service officers hoist the relevant British diplomatic or consular flag.

Sizes of flags.

2. The usual size of the flag to be used by diplomatic and consular officers is as follows:—

For use on shore	8 breadths, *i.e.*, 12 feet by 6 feet.
For use on shore when specially ordered	4 breadths, *i.e.*, 6 feet by 3 feet. 12 breadths, *i.e.*, 18 feet by 9 feet.
For use on boats	3 breadths, *i.e.*, 4 feet 6 inches by 2 feet 3 inches.
For use on board ship	8 breadths, *i.e.*, 12 feet by 6 feet.

At posts where the prevalence of high winds make large flags unsuitable, flags of four breadths only are flown.

Description of diplomatic flag.

3. The flag to be used by His Majesty's diplomatic servants, Ministers Plenipotentiary, Chargés d'Affaires, &c., whether on shore or embarked in boats or other vessels, is the Union, with the Royal Arms in the centre, on a white shield, surrounded by a green garland.

Description of consular flag flown ashore.

4. The flag to be used by His Majesty's consular officers ashore to distinguish their residences, is the Union with the Tudor Crown in the centre on a white shield.

Consular flag flown afloat.

5. The flag to be used by His Majesty's consular officers, when embarked in boats or other vessels, is the Blue Ensign, of three breadths or, if a larger flag is desired, of four breadths, with the Royal Arms in the centre of the fly, that is, in the centre of that part between the Union and the end of the flag. The Consular Blue Ensign, being a personal distinguishing flag, must in boats be flown at the bow, and not at the stern, which is the accepted position for the national colours. No further flag is necessary, but if for some special reason it is desired to fly a flag at the stern, this should be the Red Ensign. The consular flag is hoisted in boats only and not in ships except when a salute is given to the consular officer concerned, when it is hoisted at the fore.

British anniversaries and visits of His Majesty's ships.

6. The flag should be flown ashore on the British anniversaries enumerated in the annex to this chapter. It should also be flown over official residences at ports during the stay in port of one of His Majesty's ships.

Local usages and foreign national occasions.

7. On the occasion of local official celebrations or mourning, local usages should be observed, it being as a general rule desirable that the flag should be flown (at the mast-head or at half-mast according to circumstances) on all occasions when this would be regarded as complimentary to the local authorities or to countries locally represented, or when omission to do so might give offence (*e.g.*, on the accession or death of a foreign Sovereign or on the occasion of the birth, marriage or death of a member of the Royal Family of a country locally represented; or on a Presidential inauguration, &c.).

Other occasions.

8. Foreign Service officers may also fly their flags at any time if they think it desirable, paying due regard to the views of the local authorities and to the practice followed by their foreign colleagues.

Deaths of members of the Royal Family.

9. On the occasion of the deaths of members of the British Royal Family the flag should be flown at half-mast from the date of the death until after the funeral; and similarly during periods of Court mourning.

Flags not to be lent.

10. Diplomatic and consular flags, being personal distinguishing flags, should not be lent.

Application for flags.

11. When flags are required application should be made to the Foreign Office in an unnumbered despatch stating whether they are required for use on shore or afloat. In the case of flags required for use afloat, it should be specially stated if the four-breadth size is required. Those usually supplied will in future be of three breadths. Subordinate officers should, of course, apply through their superintending officer.

Flagstaffs.

12. The cost of the provision and erection of flagstaffs will normally be sanctioned on application being made to the Foreign Office, but such applications must be accompanied in each case by an estimate of cost.

Coats-of-arms and consular shields.

13. Coats-of-Arms and Consular shields to be placed outside diplomatic and consular offices can normally be provided, if required, on application to the Foreign Office.

The cost of affixing them may be included in the quarterly accounts, provided it is not excessive.

Seals and Stamps. w/c

14. Seals and stamps are provided on application to the Foreign Office. The distinction between seals and stamps, and the circumstances in which they may variously be used, are set out below:—

(i) *The Official Seal.*—This is an embossing press used with a notarial wafer and the use of which is confined to the purpose of imparting legal validity to the document on which it is impressed. In practice, the Official Seal will normally be used in cases where a notarial act is required; the *legalisation* of a signature or seal is *not* a notarial act, and it is therefore sufficient for the officer signing the legalisation to append the Official Stamp.

(ii) *The Wax Seal.*—This is a steel die which leaves an impression in relief in wax. It should be used only for sealing envelopes and similar packages, and imparts no other significance to the package or document on which it is impressed than the fact that it has been closed at a particular office.

(iii) *The Official Stamp.*—This is a metal-faced stamp by which an ink impression is obtained. It is used to emphasise the official nature of the service performed in respect of a document when the affixing of the Official Seal is not necessary to impart legal validity to that document, or in cases where the document is already legally valid and merely requires, for instance, the authentication of a signature or seal.

(iv) *The Franking Stamp.*—A rubber-faced stamp for use on the outside of envelopes for postal franking purposes only. (Not normally issued to posts overseas.)

(v) *Office Stamps.*—Rubber-faced stamps may be used for general office purposes only. They clothe the document on which they are impressed with no special or official significance, and must never be used for such purposes.

Designs. w/c

15. The designs of the several instruments are as follows:—

The Official Seal.—Oval, the Royal Arms within a rim containing the name of the office to which it is issued.

The Wax Seal.—Oval, the Royal Arms within a rim containing the name of the office to which it is issued.

The Official Stamp.—Circular, the Royal Arms within a double rim containing the name of the office to which it is issued.

The Franking Stamp.—Oval, the Royal Arms within a double rim containing the name of the office to which it is issued.

Office Stamps.—As required, but without the Royal Arms.

The official seal, the official stamp and the franking stamp bear an identification number.

Official Seals.

16. Every Consular Section of a Mission and every Consular Post should have an *Official Seal*. Each Official Seal has a padlock, and special arrangements for its safe custody must be made by the Head of the post. Sealing wax must not, of course, be used with Official Seals.

Official Stamps.

17. All Missions and Consular Posts are issued with one or more *Official Stamps*. The arrangements for the custody of such stamps, and the persons who are entitled to use them, must be laid down definitely by the Head of the Chancery (or Consular Section) or the Head of the consular post.

Ink pads.

18. A pad for use with special ink is necessary for the Official Stamp, and the ordinary ink pad suitable for rubber-faced stamps must not be used except for rubber stamps.

19. No seals or stamps (other than office stamps) may be used except those supplied from the Foreign Office.

Obsolete seals.

20. If any obsolete seals and official stamps are held at a post, a detailed report should be sent to the Foreign Office so that instructions may be issued for their destruction or temporary retention or for them to be sent home for preservation at the Public Record Office.

(34)

5

ANNEX

List of British Anniversaries on which the Flag should be hoisted

1. The King's Birthday, 14th December (also on any day appointed for the official celebration of His Majesty's Birthday).
2. The Queen's Birthday, 4th August.
3. Accession Day, 11th December.
4. Coronation Day, 12th May.
5. The Birthday of Her Royal Highness Princess Elizabeth, 21st April.
6. The Birthday of Her Majesty Queen Mary, 26th May.
7. The Birthday of Her late Majesty Queen Victoria, 24th May (Empire Day).

[*Revised March* 1950]

OFFICIAL INSIGNIA.

Hoisting of the National Flag.

In countries where it is the custom for diplomatic and consular representatives to fly their national flags over their official residences, Indian Foreign Service Officers holding the posts of principal diplomatic or consular representatives will hoist the National flag of India. They may also fly the flag on their offices in similar circumstances.

Sizes of flags.

2. The ~~various~~ prescribed sizes of the National Flag are:-

(1) 21 feet X 14 feet
(2) 12 feet X 8 feet
(3) 6 feet X 4 feet
(4) 3 feet X 2 feet
(5) 9 inches X 6 inches (Motor Car flag)

Flags of these sizes will be supplied to Missions abroad on application to the Ministry of External Affairs.// The ~~usual~~ sizes of the flags to be used normally by diplomatic and consular officers for various purposes are as follows:-

For use on shore	12 feet X 8 feet
For use on shore when specially authorised, e.g. on exceptionally large buildings	21 feet X 14 feet
For use on boats	3 feet X 2 feet
For use on board ships	12 feet X 8 feet

At posts where the prevalence of high winds makes large flags unsuitable, flags of the size 6 feet X 4 feet may be flown on buildings.

Local usages and foreign national occasions.

3. On the occasion of local official celebrations or mourning, local usages should be observed, it being as a general

rule desirable that the flag should be flown (at the mast-head or at half-mast according to circumstances) on all occasions when this would be regarded as complimentary to the local authorities, or to countries locally represented; or when omission to do so might give offence (e.g. on the accession or death of a foreign Sovereign, or on the occasion of the birth, marriage or death of a member of the Royal Family of a country locally represented; or on a Presidential inaugration, etc.)

Deaths of important persons.

4. (To be issued later on)

Other occasions.

5. Foreign Service Officers may also fly their flags at any time if they think it desirable, paying due regard to the view of the local authorities, and to the practice followed by their foreign colleagues.

Flying of National Flag.

6. The National Flag should be flown ashore on the Indian anniversaries shown in the annex to this chapter. It should also be flown over official residences at ports during the stay in port of an Indian Navy ship.

Cermonial flag hoisting display.

7. Normally, cermonial hoisting displays(as distinct from flying the flags as stated above) can only be performed by authorised defence service personnel. If on any special occasion a Mission considers it necessary to organize or authorise such a ceremony, prior sanction of the Ministry of External Affairs should be obtained. Indian nationals residing abroad should also be advised accordingly.

National Anthem.

8. All Indians serving in ~~foreign~~ Missions should learn the National Anthem. They should be encouraged to teach it to other

37

Indian nationals, and to sing it in chorus with them on ~~all~~ appropriate occasions.

Flying of foreign flags.

9. The flag of the country to which they are accredited may be flown by Indian diplomatic and consular representatives abroad along with the National Flag on special occasions on a reciprocal basis with the approval ~~by~~ of the Ministry of External Affairs.

Flying of flags by Indian nationals residing abroad.

10. Before advising Indian nationals abroad on the question of their flying the National Flag on Indian anniversaries, the appropriate authorities of the Government to which the Mission is accredited should be consulted, to ascertain whether such action would be in accordance with the practice followed by the nationals of other states on similar occasions; and also whether their Government would appreciate the flying of their own flag alongside the Indian National Flag on such occasions. If any doubt arises in this matter the Ministry of External Affairs should be consulted.

Display of the flag on cars.

11. The National Flag can also be displayed by Heads of Indian Missions on their cars. The Flag should only be flown when the Head of the Mission is himself using the car; otherwise it should be furled.

Flagstaffs.

12. The cost of the provision and erection of flagstaffs will normally be sanctioned on application being made to the Ministry of External Affairs, but each application must be accompanied by an estimate of cost.

National Emblem ~~plates~~. Shields

13. (Sheilds for displaying the National Emblem ~~plates to be placed outs~~ on the frontages of ~~outs~~ide diplomatic and consular ~~offices~~ Missions will ~~can~~ be provided~~, if required,~~ on application to the Ministry of External Affairs.

Seals and Stamps.

14. Seals and stamps are provided on application to the Ministry of External Affairs. The distinction between seals and stamps, and the circumstances in which they may variously be used, are set out below:-

(i) The Official Seal. This is an embossing press, ~~use of which is confined~~ to be used only for ~~to the purpose of~~ imparting legal validity to the document on which it is impressed. In practice, the Official Seal will normally only be used ~~in cases~~ where a notarial act is required; the legalisation of a signature or seal is not a notarial act, and it is therfore sufficient for the officer signing the legalisation to append the Official Stamp.

(ii) The Wax Seal. This is a metal-die which leaves an impression in relief in wax. It should be used only for sealing envelopes and similar packages, ~~and~~ it imparts no other significance to the package or document on which it is impressed other than the fact that it has been closed at a particular office.

(iii) The Official Stamp. This is a metal-faced or a rubber-faced stamp by which an ink impression is obtained. It is used to emphasize the official nature of the service performed ~~in respect of~~ by a document, to which it ~~when the affixing of the Official Seal~~ is not necessary to impart legal validity ~~to that~~ by affixing the official seal; ~~document~~ or where a ~~the~~ document is already legally valid and merely requires, for instance, the authentication of a signature or seal.

(iv) Office Stamps. Rubber-faced stamps may be used for general office purposes only. They clothe the document on which they are impressed with no special or official significance, and must never be used for such purposes.

Designs.

15. (To be issued later on)

Official Seals.

16. Every Consular Section of a Mission and every Consular Post should have an Official Seal. Each Official Seal has a padlock, and special arrangements for its safe custody must be made by the Head of the Post. Seal wax must not, of course, be used with Official Seals.

Official Stamps.

17. All Missions and Consular Posts are issued with one or more Official Stamps. The arrangements for the custody of such stamps, and the persons who are entitled to use them, should be laid down definitely by the Head of the Chancery (or Consular Section) or the Head of the Consular Post.

Ink pads.

18. A pad for use with special ink is necessary for the Official Stamp, and the ordinary ink pad suitable for rubber-faced stamps must not be used except for rubber stamps.

19. No seals or stamps (other than office stamps) may be used except those supplie by the Ministry of External Affairs.

Obsolete Seals.

20. If any obsolete seals and official

stamps are held at a post, a detailed report should be sent to the Ministry of External Affairs so that instructions may be issued for their destruction or temporary retention or for them to be sent home for preservation at the Ministry of External Affairs.

ANNEXURE. I

List of Indian Anniversaries on which the Flag should be hoisted.

....

1. ~~The~~ Republic Day, 26th January.
2. ~~The~~ Independence Day, 15th August.
3. Mahatma Gandhi's Birthday, 2nd October.

Removed from PT-I Branch file no. Q 1/52/81975/1.

No. 44/2/51-Public.
Government of India,
Ministry of Home Affairs.

D. 372 T-59/52

MEMORANDUM REGARDING THE ACTION TO BE TAKEN ON THE DEATH OF HIGH (DIGNITARIES) IN INDIA.

The following procedure will be observed on the death of High (Dignitaries) in India, viz. President, Prime Minister, Governor/Rajpramukh, Chief Justice of India, Speaker of the House of People, Ministers of the Indian Union, Lt. Governor and Chief Commissioners.

I. PRESIDENT.

(1) On receipt of intimation of the death of president while holding office, the Secretary to the Government of India in the Ministry of Home Affairs will immediately (by Most Immediate telegram) inform Governors'/Rajpramukhs' Secretaries, Chief Commissioners, the State Governments, the Chief Justice of India, those Members of the Council of Ministers who are absent from Headqaurters, (viz. on tour etc.), the Speaker of the House of People, and Chairman of the Council of States. All Ministries of Government of India will be informed separately by an office Memorandum. These communications will also contain orders regarding the closing of offices and half-masting of flags which are to be followed immediately (Drafts I & II in the Annexure). If the intimation is received after 12 noon, offices will be closed not only for the afternoon but also for the following day- both days to be declared as paid holidays for all daily rated employees of the Government of India.

(Note- This action will be taken in addition to such action as may be taken by the Secretary to the President to inform the Governors/Rajpramukhs personally).

The Ministry of External Affairs will arrange to inform all Diplomatic Missions at Delhi and Indian Missions abroad. The Ministries of Commerce and Industry, Food and Agriculture and Education will also inform the heads of offices if any, under them abroad.

(2) The Ministry of Home Affairs will issue a Gazette Extraordinary (Black edged)(as per draft III of Annexure) announcing the death of the President. Copies will be endorsed to all State Governments, Ministries of the Government of India, Cabinet Secretariat, Planning Commissions, Prime Minister's Secretariat, Parliament Secretariat~~(s)~~, The Department of Parliamentary Affairs, Supreme Court, the President's Secretariat(including the Military Secretary), Election Commission and the Comptroll and Auditor General.

(3) The Ministry of Home Affairs will inform by immediate telegram all State Governments directing the observance of State mourning for a period of 13 days. These orders will also indicate that (the flags will be flown at half-mast and there will be no public entertainment during the period of State mourning) vide Draft IV.

The orders will be endorsed to all Ministries of the Government of India, Cabinet Secretariat, Planning Commission, Prime Minister's Secretariat, Parliament Secretariat(s), Dept. of Parliamentary Affairs, Supreme Court, President's Secretariat (including Military

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Secretary,) Election Commission and the Comptroller and Auditor General. The Ministries etc. concerned will communicate the orders to the offices under their control.

The State Governments will, on receipt of the intimation from the Secretary to the Government of India in the Ministry of Home Affairs, cause similar orders to be issued for offices under their control. In case any official extra-ordinary announcement is put out by the State Governments, they will destribute, copies to the Heads of Consular Posts within the respective States.

(4) After consultation with the Military Secretary to the President, the Ministry of Home Affairs will make arrangements for the funeral, in consultation with the Ministry of Defence, who will issue instructions for firing of minute guns(thirty one in number) at the time of the funeral.

(5) The Ministry of Home Affairs will inform all Governors' and Rajpramukhs' Secretaries, State Governments of the date and time of the funeral by telegram, and endorse copies to all Ministries of the Government of India, the President's Secretariat (including Military Secretary), Prime Minister's Secretariat, Cabinet Secretariat, Planning Commission, Parliament Secretariat(s), Election Commission, the comptroller and Auditor General, Department of Parliamentary Affairs and the Supreme Court for information. Vide Draft V.

The funeral will be attended by all gazetted officers of the Government, who may be present in the station. Civil Officers will wear appropriate mourning dress. Crape bands will be worn by military officers in uniform.

The Ministry of External Affairs will arrange to inform all Diplomatic Missions at Delhi and Indian Missions abroad. The Ministries of Commerce and Industry, Food and Agriculture and Education will also inform the heads of Offices, if any, under them abroad.

(6) The day of the funeral will be declared a Public holiday throughout India under the Negotiable Instruments Act and will be treated as a paid holiday for all daily-rated employees of the Government of India. Orders to this effect will issue from the Ministry of Home Affairs, and will be communicated to all the State Governments for information and to all Ministries of the Government of India, the Supreme Court, Cabinet Secretariat, President's Secretariat (including Military Secretary), Prime Minister's Secretariat, Parliament Secretariat(s) , Department of Parliamentary Affairs, Election Commission, Comptroller and Auditor General for information and necessary action. Vide Draft VI.

(7) The Secretary to the President will obtain the instructions of the acting President as to whether any obituary notification on behalf of the President is to be recorded the Gazettee of India, and, if so, he will in due course publish the notification in Gazette Extraordinary (Black edged).

II. PRIME MINISTER.

On receipt of intimation of the death of Prime Minister while holding office, the Secretary to the Government of India in the Ministry of Home Affairs will immediately (by Most Immediate telegram) inform the State Government, Governor's Rajpramukhs' Secretaries, Chief Commissioners, the Chief Justice of India, those Members of the Council of Ministers who are absent from headquarters, the Speaker of the House of the People and Chairman of the Council of States. All Ministries of Government of India will be informed separately by an Office Memo. These communications will also contain orders re. the closing of offices and half-masting of flags which are to be followed immediately (drafts I and II in the Annexure). If the intimation is received after 12 noon, offices will be closed not only for the afternoon but also for the following day both days to be delcared as paid holidays, for all daily rates employees of the Government of India.

The Ministry of External Affairs will arrange to inform all Diplomatic Missions at Delhi and Indian Missions abroad. The Ministries of Commerce and Industry., Food and Agriculture and Education will also inform the heads of offices, if any, under them abroad.

(2) The Ministry of Home Affairs will issue a Gazette Extraordinary(black edged)(as per draft III of Annexure) announcing the death of the Prime Minister. Copies will be endorsed to all State Governments, Ministries of the Government of India, Cabinet Secretariat, Planning Commission, Prime Minister's Secretariat, Parliament Secretariat(s), the Department of Parliamentary Affairs, Supreme Court, the President's Secretariat (including the Military Secretary), Election Commission and the Comptroller and Auditor General.

(3) The Ministry of Home Affairs will inform by immediate telegram all State Governments, directing the observance of State mourning for a period of 10 days. These orders will also indicate that the flags will be flown at half-mast and there will be no public entertainment during the period of State mourning vide Draft IV.

The orders will be endorsed to all Ministries of the Government of India, Cabinet Secretariat, Planning Commission, Prime Minister's Secretariat, Parliament Secretariat(s), Department of Parliamentary, Affairs, Supreme Court, President's Secretariat(including Military Secretary), Election Commission and the Comptroller and Auditor General. The Ministries etc. concerned will communicate the orders to the offices under their control.

The State Governments will on receipt of the intimation from the Secretary to the Government of India in the Ministry of Home Affairs cause similar orders to be issued for offices under their control,. In case any official extraordinary announcement is put out by the State Governments, they will distribute copies to the Heads of Consular Posts within the respective States.

(4) After consultation with the Ministry of Defence, the Ministry of Home Affairs will make arrangements for the funeral.

(5) The Ministry of Home Affairs, will inform all Governor's and Rajpramukhs' Secretaries, State Governments of the date and time of the funeral by telegram, and endorse copies to all Ministries of the Government of India, the President's Secretariat (including Military Secretary), Prime Minister's, Secretariat, Cabinet Secretariat, Planning Commussion, Parliament Secretariat (s), Election Commission, the Comptroller and Auditor General, Department of Parliamentary Affairs and the Supreme Court for information vide Draft V.

The funeral will be attended by all Gazetted officers of Government who may be present in the station. Civil officers will wear appropriate mourning dress. Crape bands will be worn by Military officers in uniform.

The Ministry of External Affairs will arrange to inform all Diplomatic Mission at Delhi and Indian Missions abroad. The Ministries of Commerce and Industry, Food and Agriculture and Education will also inform the heads of offices, if any, under them abroad.

(6) The day of the funeral will be declared a public holiday under the negotiable Instruments Act and will be treated as a paid holiday for all daily-rated employees of the Government of India. Orders to this effect will issue from the Ministry of Home Affairs, and will be communicated to all State Governments for information and to all Ministries of the Government of India, the Supreme Court, Cabinet Secretariat, President's Secretariat (including Military Secretary), Prime Minister's Secretariat, Parliament Secretariat(s), Department of Parliamentary Affairs, Election Commission, Comptroller and Auditor General for information and necessary action. Vide Draft VI-B.

(7) The Secretary to the President will obtain the instructions of the President as to whether any obituary notification on behalf of the President is to be recorded in the Gazette of India, and if so, he will in due course publish the notification in Gazette Extraordinary (black edged).

III. GOVERNOR/RAJPRAMUKH/LT. GOVERNOR.

(1) In the event of the death of a Governor/Rajpramukh/Lt. Governor of a State, while holding office, the Secretary to the Governor/Rajpramukh/Lt.Governor will at once inform the Secretary to the President of the event by most Immediate telegram. He will at the same time inform the Government of India(Ministry of Home Affairs) all Governor's, Rajpramukhs' and Lt. Governor's, Secretaries and Chief Commissioners of the event by Most Immediate telegram. He will by a subsequent telegram inform them of the day and time fixed for the funeral as soon as a decision has been taken.

The same information will be supplied by the Governor's /Rajpramukh's /Lt. Governor's Secretary to the Chief Secretaries of the States and to the heads of offices of the Government of India in the State.

(2) On receipt of intimation of the death of the Governor/Rajpramukh/Lt.Governor the Ministry of Home Affairs will by immediate telegram issue instructions to all State Governments regarding the closing of Government offices and flying of flags at half-mast in State Capitals (Draft VII). A copy of these orders will also be endorsed to all the Ministries etc. for necessary action.

(3) The State Government concerned will publish a Gazette Extraordinary announcing the death, copies of which they will send to the Government of India in the Ministry of Home Affairs.

(4) The State Government concerned will issue instructions regarding the period for which State mourning will be observed, which shall not exceed seven days within the State concerned.

(5) The State Government will make arrangements

for the funeral in conjunction with the ----------------

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~~for the funeral in conjunction~~ with the Military Secretary to the Governor (or in his absence the Secretary to the Governor) and the local military authorities. The local military authorities will arrange for the firing of 17 minute guns (except where Rajpramukh is entitled to more guns in his personal right) at the time of the funeral, at the Headqaurters of the State Government provided artillery units are locally available.

(6) The State Government will issue such orders as they consider necessary for the closing of offices under their control. The offices of the Central Government in the State will follow the orders issued by the State Governments in the matter of closing of offices, flying of flags and mourning.

(7) The Secretary to the Government of India in the Ministry of Home Affairs will prepare an obituary notification for the consideration of the President and when approved, publish it in a Gazette of India, Extraordinary (Part I, Section I) (black edged).

IV CHAIRMAN OF THE COUNCIL OF STATES/SPEAKER OF THE HOUSE OF THE PEOPLE/CHIEF JUSTICE OF INDIA.

In the event of the death of the Chairman of the Council of State/Speaker of the House of the People/Chief Justice of India while holding office.

(i) Secretary, Parliament Secretariat(s)/Registrar of the Supreme Court will inform the Secretary to the Government of India in the Ministry of Home Affairs, Secretary to the President and the Military Secretary to the President of the event,

(ii) the Ministry of Home Affairs, will then inform all Ministries, of the Government of India, Cabinet Secretariat Prime Minister's Secretariat, Parliament Secretariat(s), Department of Parliamentary Affairs, Election Commission, Comptroller and Auditor General and State Governments and Chief Commissions.

(iii) the Secretary to the Government of India in the Ministry of Home Affairs will issue a Gazette Extraordinary announcing death;

(iv) The Ministry of Home Affairs will issue orders for the hoisting of Flags at half-mast on all buildings(a) at the headquarters of the Government of India, and (b) if he dies outside Delhi in the State where he dies, until the funeral or the body is removed outside the State for cremation?

V. CABINET MINISTERS OF THE INDIAN UNION.

On receipt of intimation of the death of a Minister, while holding office the Ministry of Home Affairs will -

(i) inform all Governors,/Rajpramukhs' Secretaries and Chief Commissioners, State Governments, all Ministries of the Government of India, the Cabinet Secretariat, Prime Minister's Secretariat, Parliament Secretariat, Supreme Court, Department of Parliamentary Affairs, the President's Secretariat, Election Commission and Comptroller and Auditor General of India of the event;

(ii) issue orders for the closing of offices, and for the hoisting of flags at half-mast on all buildings under the control of the Government of India throughout India. Request all State Governments to take similar action. (Drafts VIII & IX).

(iii) issue a Gazette Extraordinary announcing the death (as in Draft III).

(iv) issue an obituary notification in the Gazette of India Extraordinary (Part I, Section I)(Black edged).

OTHER MINISTERS (INCLUDING DEPUTY MINISTERS):

As in the case of Cabinet Ministers except that the State Governments will simply be informed of the event and of the ~~section~~ action taken by the Central Government but not asked to take similar action.

VI. CHIEF COMMISSIONERS'

In the event of the death of a Chief Commissioner while holding office, the next senior officer will direct the issue of a public announcement, the closing of the o offices of the Administration on the day of the death, and the hoisting of flags at half-mast on all buildings under the control of the Administration until after the funeral. He will intimate the event to the Ministry of Home Affairs, or the Ministry of States as may be appropriated and to the Secretary to the President. He will also inform the Heads of offices of the Government of India in the State of the event, and of the date and time of the funeral. The heads of those offices will order them to be closed on the day of the death and on the day of the funeral. The flags on all buildings of the Central Government in the State will be flown half-mast until after the funeral.

VII GENERAL.

(i) On the death of an ex-Governor-General and ex-President, the Government of India will take such action as may be appropriate in each case.

(ii) On the death of an ex-Governor/Rajpramukh the State Government concerned will take such action as it considers appropriate.

(iii) On the death of any head of a foreign State or any High Personage of a foreign State, or any other important person, the Government of India will take such action as may be appropriate in each case,.

VIII. State Governments will frame similar suitable instructions in regard to other High Personages of the State.

Note. I. The buildings referred to in these orders do not include Government Houses or the residences of Chief Commissioners. The action to be taken in regard to the hoisting of flags at half-mast on such houses and residences is as follows:-

(i) On the death of a President, flags will be hoisted at half-mast on all Government Houses and residences of Chief Commissioners from the time of the receipt of the intimation of the President's death until the end of the period of State mourning.

(ii) On the death of the Prime Minister, flags will be hoisted at half-mast on all Government Houses from the time of the receipt of the intimation of the Prime Minister's death until the end of the period of State mourning.

(iii) On the death of a Governor/Rajpramukh flags will be hoisted at half-mast on the residence of the deceased Governor/Rajpramukh until the end of the day of the funeral, and on the residences of other Governors/ Rajpramukhs and Chief Commissioners on the day of the fun~~d~~eral.

(iv) On the death of Chairman, Council of States, the Chief Justice of India, the Speaker of the House of People or a Member of the Council of Ministers of the Indian Union action will be taken in accordance with the orders issued at the time by the Ministry of Home Affairs.

(v) On the death of a Chief Commissioner, flags will be hoisted at half-mast on the residence of the deceased until the end of the day of the funeral.

ANNEXURE.

Draft - I.

Most Immediate Telegram to all Governors'/Rajpramukhs Secretaries ; Chief Commissioners and State Governments.

MOST IMMEDIATE TELEGRAM.

Most profaundly regret to state that the President/ Prime Minister ... (name)........Passed away at (Time).... on (date).........(stop) Flags to be flown half-mast on all Government buildings (Stop) Offices to be closed for .... as a mark of respect (stop).

....

(Note- This telegram is to be repeated to the Chief Justice of India, Speaker of the House of People and Members of the Council of Ministers of the Indian Union if any of these officers are not at the headquarters of Government. Otherwise a copy of the telegram is to be endorsed to them).

DRAFT II

O.M.

The undersigned is directed to announce with deep regret the death of & (Name)____ It has been decided as a mark of respect that all offices under the control of the Government of India throughout India should be closed on ____________ and that flags should be flown at half-mast on all Government buildings, .(The day should be treated as paid holiday for all daily rated employees of the Central Government). It is requested that necessary steps may be taken immediately to implement the decision.

To

All Ministries of the Govt. of India* et.etc.
and all Regional Commissioners.

*With 100
spare copies to
External Affairs and
usual No. of spare copies
to Ministries.

DRAFT III

TO BE PUBLISHED
IN THE GAZETTE
OF INDIA
EXTRAORDINARY
Part....1
Section...1.

NOTIFICATION.

The Government of India announce with the Most profound regret the death of _(name)___ at_______

A further Gazette Extraordinary will be issued in due course.

Secretary to the Govt. of India.

....

i) Copy forwarded to all States(Part A.B.C.&D)
ii) Copy also forwarded to all Ministries of the Government of India, etc. & Regional Commissioners.

* 100 spare copies to the Ministry of External Affairs and usual No. of spare copies to others.

Draft IV

Telegram State.

To

All States (Part A.B.C. & D.)

Most Immediate.

(State mourning for __(Name)___ will be observed for ___(Number)____ days upto and including _(date)_______(stop) Flags will be flown at half-mast and there will be no public entertainment during this period (stop).

Home.

---

* Copy forwarded for information to:-

(I) Ministry of Works Housing & Supply/External Affairs for necessary action and

(II) all other Ministries of the Government of India etc. and all Regional Commissioners for communication to offices under their control.

*with 100 spare copies to Ministry of External Affairs and usual No. of spare copies to others.

B.O.
Under Secretary (P)

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DRAFT V.

Telegram State.

To

All Governors'/Rajpramukhs' Secretaries.
All States (Part A.B.C. & D.)

MOST IMMEDIATE.

Continuation this Ministry's telegram ________(.) Funeral of late ___(Name)_____President/Prime Minister will take place on ___(date & time)___ at ___Place)___ which is being declared public Holiday under N.I. Act (.) Notification follows Stop

Home.

No.________________

Copy forwarded for information to all Ministries of the Government of India etc. etc. and all Regional Commissioners.

B.O.

Under Secretary(Pb)

DRAFT VI

Notification.

To be published in the Gazette of India Extraordinary Part II Section III.

In exercise of the powers conferred by Section 25 of the Negotiable Instruments Act, 1881 (XXVI- of 1881), the Central Government is pleased to declare (day)________ the ____(date)____, being the day of funeral of (name) to be a public holiday throughout India.

Secretary to the Govt. of India.

No. ________dt.

Copy forwarded to :-
1) All States (Part A.B.C. &.D.)
11) All Ministries of the Govt. of India etc. etc. and all Regional Commissioners for information and communication to the offices under their

*100 spare copies to Ministry of E.A. and usual number of spare copies to others.

control.

The day of funeral will be treated as a paid holiday for all daily rated employees of the Central Government.

B.O.

Under Secretary to the Govt. of India.

DRAFT VII

MOST IMMEDIATE TELEGRAM TO ALL STATE GOVERNMENTS (Part A.B.C.&.D.)

Profoundly regret to state that ______ Governor/ Rajpramukh of __________ passed away at ______Government office are as mark of respect being closed _______ and flag flown at half-mast on all Government buildings (stop) Request similar action be taken in State Capitals.

Home

No. _______ dt.

Copy forwarded to

*With usual No. of spare copies.

All Ministries of the Government of India etc. and all regional Commissioners, for information and for communication to the authorities under their control.

DRAFT VIII.

MOST IMMEDIATE TELEGRAM TO ALL GOVERNORS'/RAJPRAMUKHS' SECRETARIES, CHIEF COMMISSIONERS & STATE GOVTS.

Deeply regret announce death__________(Stop) Government offices are as mark of respect being closed ____________________and flags flown at half-mast on all Government. buildings(stop) Request State Government to take some action.

(Note. This telegram is to be ~~requested~~ repeated to the Chief Justice of India, Speaker of the House of the People and Members of the Council of Ministers of the Indian Union, if any of these officers are not at the headquarters of the Govt. Otherwise a copy of the telegram is to be endorsed to them).

DRAFT XXIX

Same as Draft II

-: 0 :-

(4) (52) 25

Deaths of important persons.

4. The Official Mourning will, as a general rule, be observed by Indian Mission abroad only in ~~the~~ cases of the demise of Presidents and Prime Ministers of India. In other cases, ad hoc instructions will be issued where necessary by the Government of India.

On confirmation of the fact of death having occurred, the Ministry of External Affairs will inform the Missions by a most immediate telegram [Annexure II(a)]. On receipt of this information, the Missions will immediately close their offices for the day. If~~, however,~~ the information is received after 12 noon, the offices will be closed for the afternoon of that day and ~~for~~ for the whole of the following day.

x attached

Official Mourning will be observed for 13 days on the death of the President and for 10 days on the death of the Prime Minister.

Flags will be flown at half-mast during the period of the Official Mourning.

The Missions will Keep open mourning registers ~~and keep them open for~~ during the period of ~~the~~ Official Mourning. The opening of mourning registers will be notified by them to the local authorities and to other permanen foreign representatives ~~in~~ at the station.

The date fixed for the funeral ~~in India~~ will be communicated by the Ministry of External Affairs to all Missions by a most immediate telegram [Annexure II(b)], ~~The day of funeral~~ and will be declared as a closed day by the Missions. The Ministry of External Affairs will also inform the Missions by a telegram [Annexure II(c)] about any memorial meeting to be held in

x attached

x attached

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India. Where the size of the local Indian community warrants, a memorial meeting may be arranged to be held, at the discretion of the Head of the Mission, on the day on which such a meeting is held in India or on the last day of ~~the~~ Official Mourning. [See also Chapter XL]

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Annexure II.

Forms of telegrams.

(a) Telegram intimating death.

Most immediate.

To

All Indian Diplomatic Missions and
Consular posts abroad.

Most profoundly regret to ~~inform~~ state that President/Prime Minister(name)........ passed away at(time)........ I.S.T. on (date)........ (Name).......... has assumed office as new President/Prime Minister.

P 23/N

(b) Telegram intimating funeral.

Most immediate.

To

All Indian Diplomatic Missions and
Consular posts abroad.

Continuation ~~my~~ our circular telegram .... Funeral of late .... President/ Prime Minister will take place on (date and time)......... at (place).......

P 24/N

(c) Telegram intimating memorial meeting.

Most immediate.

To

All Indian Diplomatic Missions and
Consular posts abroad.

Continuation ~~my~~ our circular telegram ..... Memorial meeting for late President/Prime Minister will be held on (date and time)...... at (place).....

Or

Continuation ~~my~~ our circular telegram...... No repeat~~ed~~ No Memorial meeting proposed locally.

P 25/N

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CHAPTER IV OFFICIAL INSIGNIA.

Designs of Seals.

15. The designs of the seals and the stamps are as follows:-

The Official Seal. Circular in shape. The State Emblem with the motto "सत्यमेव जयते" ~~'Styameva Jeyte' in Hindi~~ within the inner rim and the name of the mission to which it is issued between the inner and the outer rims.

The Wax Seal. Oval in shape. The State Emblem with the motto "सत्यमेव जयते" ~~'Styameva Jeyte' in Hindi~~ within a rim and the name of the mission to which it is issued outside the rim.

The Official Stamp. Circular in shape. The State Emblem with the motto "सत्यमेव जयते" ~~'Styameva Jeyte' in Hindi~~ within the inner rim and the name of the mission to which it is issued between the inner and the outer rims.

Office Stamps. As required, but without a rim and the State Emblem ~~etc.~~

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Appendix

Subject.

Flag hoisting & other celebrations

CHAPTER IV

OFFICIAL INSIGNIA

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ANNEXURE.
List of Indian Anniversaries on which the National Flag should be hoisted.

OFFICIAL INSIGNIA

Hoisting of the National Flag.

In countries where it is the custom for diplomatic and consular representatives to fly their national flags over their official residences, Indian Foreign Service Officers holding the posts of principal diplomatic or consular representatives will hoist the National Flag of India. They may also fly the Flag on their offices in similar circumstances.

Sizes of flags.

2. The prescribed sizes of the National Flag are :—

(1) 21 feet × 14 feet.

(2) 12 feet × 8 feet.

(3) 6 feet × 4 feet.

(4) 3 feet × 2 feet.

(5) 9 inches × 6 inches (Motor Car flag).

Flags of these sizes will be supplied to Missions abroad on application to the Ministry of External Affairs.

The sizes of the flags to be used normally by diplomatic and consular officers for various purposes are as follows :—

For use on shore	12 feet × 8 feet.
For use on shore when specially authorised, *e.g.*, on exceptionally large buildings . .	21 feet × 14 feet.
For use on boats	3 feet × 2 feet.
For use on board ships	12 feet × 8 feet.

At posts where the prevalence of high winds makes large flags unsuitable, flags of the size 6 feet × 4 feet may be flown on buildings.

Local usages and foreign national occasions.

3. On the occasion of local official celebrations or mourning, local usages should be observed, it being as a general rule desirable that the flag should be flown (at the mast-head or at half-mast according to circumstances) on all occasions when this would be regarded as complimentary to the local authorities, or to countries locally represented ; or when omission to do so might give offence (*e.g.* on the accession or death of a foreign Sovereign, or on the occasion of the birth, marriage or death of a member of the Royal Family of a country locally represented ; or on a Presidential inauguration, etc.)

Deaths of important persons.

4. (To be issued later on).

Other occasions.

5. Foreign Service Officers may also fly their flags at any time if they think it desirable, paying due regard to the view of the local authorities, and to the practice followed by their foreign colleagues.

Flying of National Flag.

6. The National Flag should be flown ashore on the Indian anniversaries shown in the annex. to this chapter. It should also be flown over official residences at ports during the stay in port of an Indian Navy ship.

Ceremonial flag hoisting display.

7. Normally, ceremonial hoisting displays (as distinct from flying the flags as stated above) can only be performed by authorised defence service personnel. If on any special occasion a Mission considers it necessary to organize or authorise such a ceremony, prior sanction of the Ministry of External Affairs should be obtained. Indian nationals residing abroad should also be advised accordingly.

National Anthem.

8. All Indians serving in Missions should learn the National Anthem. They should be encouraged to teach it to other Indian nationals, and to sing it in chorus with them on appropriate occasions.

Flying of foreign flags.

9. The flag of the country to which they are accredited may be flown by Indian diplomatic and consular representatives abroad along with the National Flag on special occasions on a reciprocal basis with the approval of the Ministry of External Affairs.

Flying of flags by Indian nationals residing abroad.

10. Before advising Indian nationals abroad on the question of their flying the National Flag on Indian anniversaries, the appropriate authorities of the Government to which the Mission is accredited should be consulted, to ascertain whether such action would be in accordance with the practice followed by the nationals of other states on similar occasions ; and also whether their Government would appreciate the flying of their own flag alongside the Indian National Flag on such occasions. If any doubt arises in this matter the Ministry of External Affairs should be consulted.

Display of the flag on cars.

11. The National Flag can also be displayed by Heads of Indian Missions on their cars. The Flag should only be flown when the Head of the Mission is himself using the car; otherwise it should be furled.

Flagstaffs.

12. The cost of the provision and erection of flagstaffs will normally be sanctioned on application being made to the Ministry of External Affairs, but each application must be accompanied by an estimate of cost.

National Emblem Shields.

13. Enamlled Shields for displaying the National Emblem on the frontages of diplomatic and consular Missions will be provided on application to the Ministry of External Affairs.

Seals and Stamps.

14. Seals and stamps are provided on application to the Ministry of External Affairs. The distinction between seals and stamps, and the circumstances in which they may variously be used, are set out below :—

(i) *The Official Seal.*—This is an embossing press to be used *only* for imparting legal validity to the document on which it is impressed. In practice, the Official Seal will normally only be used when a notarial act is required. The *legalisation* of a signature or seal is not a notarial act, and it is therefore sufficient for the officer signing the legalisation to append the Official Stamp.

(ii) *The Wax Seal.*—This is a metal-die which leaves an impression in relief in wax. It should be used only for sealing envelopes and similar packages. It imparts no other significance to the package or document on which it is impressed other than the fact that it has been closed at a particular office.

(*iii*) *The Official Stamp.*—This is a metal-faced or a rubber-faced stamp by which an ink impression is obtained. It is used to emphasize the official nature of the service performed by a document, to which it is not necessary to impart legal validity by affixing the official seal; or when a document is already legally valid and merely requires, for instance, the authentication of a signature or seal.

(*iv*) *Office Stamps.*—Rubber-faced stamps may be used for general office purposes only. They clothe the document on which they are impressed with no special or official significance, and must never be used for such purposes.

Designs.

15. (To be issued later on).

Official Seals.

16. Every Consular Section of a Mission and every Consular Post should have an Official Seal. Each Official Seal has a padlock, and special arrangements for its safe custody must be made by the Head of the Post. Seal wax must not, of course, be used with Official Seals.

Official Stamps.

17. All Missions and Consular Posts are issued with one or more Official Stamps. The arrangements for the custody of such stamps, and the persons who are entitled to use them, should be laid down definitely by the Head of the Chancery (or Consular Section) or the Head of the Consular post.

Ink pads.

18. A pad for use with special ink is necessary for the Official Stamps, and the ordinary ink pad suitable for rubber-faced stamps must not be used except for rubber stamps.

19. No Seals or stamps (other than office stamps) may be used except those supplied by the Ministry of External Affairs.

Obsolete Seals.

20. If any obsolete seals and official stamps are held at a post, a detailed report should be sent to the Ministry of External Affairs so that instructions may be issued for their destruction or temporary retention or for them to be sent home for preservation at the Ministry of External Affairs.

61

ANNEXURE

List of Indian Anniversaries on which the National Flag should be hoisted.

1. Republic Day, 26th January.
2. Independence Day, 15th August.
3. Mahatma Gandhi's Birthday, 2nd October.

64

DEPARTMENT/OFFICE.

Draft Letter/Memorandum/Telegram

File No.

Serial No.

1. Date of despatch

2. List of enclosures

No.

Dated

Not to issue

FOREIGN SERVICE INSTRUCTIONS.

AMENDMENT.

CHAPTER IV -OFFICIAL INSIGNIA

Paragraph 14. Please delete "Seals and Stamps are provided on application to the Ministry of External Affairs" and insert "Seals and Stamps will be available from the Deputy Controller of Stationery, Calcutta, on applications on indent form No.S.O. 159 along with the drawings (in duplicate) showing the exact size, design and wordings of each."

2. Paragraph 19 may be deleted and the corresponding paragraphs remumbered.

To all holders of Foreign Service Instructions.

63

Chapter XL

OFFICIAL MOURNING

CONTENTS

	Paragraph
Obligation to observe Official Mourning	1
Procedure for the observance of Official Mourning	2
Interpretation of instructions may vary according to local custom	3
Use of Missions and Consulates for functions	4(a)
Attendence at functions	4(b)—(g)
Stationery	5
Half-masting of flags	6

Chapter XL

OFFICIAL MOURNING

Obligation to observe Official Mourning.

1. The observance of Official Mourning is obligatory upon the Government of India's Diplomatic Representatives abroad and upon members of their staff and career officers employed on consular duties, but not upon honorary consular officers or consular employees.

Procedure for the Observance of Official Mourning.

2. (1) The Diplomatic Representatives of the Government of India will follow the procedure observed at Rashtrapati Bhavan.

(2) In the event of " Service Mourning " being observed special instructions will be issued with regard to its application and duration.

(3) The following details of Official Mourning observances are given as a general guide, but the procedure must necessarily vary according to circumstances and local conditions :—

DRESS

For the Government of India's Diplomatic Representatives at home and abroad and their staff.

Gentlemen.

In Uniform : Black achkans.

Plain Clothes : Black achkans or Dark Coats, Trousers and Black Ties.

Ladies : Black or plain white Saris.

At Official Functions, held during a period of Official Mourning, all ladies and gentlemen attending will conform to the Official Mourning observed at Rashtrapati Bhavan, unless specific instructions to the contrary are issued.

Parties and entertainments, if for Charities and arranged previous to the announcement of Official Mourning, may be given or attended during the Mourning period.

Official functions which have been fixed previous to the announcement of Official Mourning may be given or attended during Official Mourning.

Such functions might be taken to include :—

Ceremonies for Opening Buildings, Bazaars, etc.
Charity Concerts.
Agricultural Shows.
Athletic Meetings.

Interpretation of instructions may vary according to local custom.

3. Since the mourning customs of many foreign countries are different from those obtaining in India, anything that might give offence or cause unfavourable comment among the local community should be avoided. It is not intended to restrict, more than such an interpretation requires, social contacts of which advantage can usefully be taken in the public interest.

Use of Missions and Consulates for functions.

4. While Official Mourning is being observed :—

(*a*) The premises of the Missions and Consulates should not be used for any functions except those of a charitable nature. This, however, does not exclude the giving of hospitability on a small and informal basis.

Attendence at functions.

(*b*) Entertainments given outside the Mission or Consulate for charitable or propaganda purposes may be attended at discretion, as may also performances of an intellectual or instructional character, subject to what has been said as to the need to consider local sentiment.

(*c*) No dances or formal parties should be given and dancing at restaurants etc., should be avoided.

(*d*) Receptions given by foreign colleagues on national days should not be attended, but cards must be left.

(*e*) Heads of Missions should decline all invitations to social gatherings of a formal kind. The same applies to other officers, in regard to whom, however, some relaxation (excluding dancing) may be allowed at discretion towards the end of the mourning period if found expedient for the maintenance of contacts in regard to current questions.

(*f*) Heads of Missions should avoid taking part in any public ceremonies except those of a religious or otherwise solemn character.

(*g*) Hospitality may be given and accepted provided that large and formal parties are avoided.

Stationery.

5. Mourning stationery should not be used unless specially instructed to the contrary by the Government, or if it is *de rigeur* in the local community or Government circles.

All Missions and consulates should hold a small stock of mourning stationery for this purpose ; and great care should be taken to prevent it from deterioration. The black border should not exceed in width a quarter of an inch.

Half-masting of flags.

6. The half-masting of flags is dealt with in Chapter IV.

Deaths of important persons.

4. The Official Mourning will, as a general rule, [will] be observed by [the] Indian Missions abroad only in the cases of the demise of Presidents and Prime Ministers of India. In other cases, [if necessary] *ad hoc* instructions will be issued by the Government. # [When the death occurs], On confirmation of the fact of death having occurred the Ministry of External Affairs will inform the Missions [of it] by a most immediate telegram [Annexure II(a)]. On receipt of this information, the Missions will immediately close the offices for the day. If, however, the information is received after 12 noon, the offices will be closed for the afternoon and for the following day. # [The] Official Mourning will be observed for 13 days [at] on the death of the President and for 10 days [at] on the death of the Prime Minister. # [The] Flag will be flown at half-mast during the period of the Official Mourning. # The Missions will open mourning registers and keep them open for the period of the Official Mourning [and this] The opening of mourning registers will be notified by them to local authorities and other permanent foreign representatives in station.

attached

The date fixed for [When] the funeral [takes place, the] in India will be communicated by the Ministry of External Affairs [will inform the] to all Missions [of it] by a most immediate telegram [Annexure II(b)]. The day of funeral will ~~also~~ be declared as a [holiday] closed day by the Missions. The Ministry of External Affairs will also inform the Missions by a telegram about [the] any memorial meeting to be held, [or not to be held], in India. [by a most immediate telegram] [Annexure II(c)].

attached

attached

Where the size of the local Indian community warrants, a memorial meeting may be arranged to be held, at the discretion of the Head of the Mission, on the day on which such a meeting is held in India or on the last day of the Official Mourning.

Deaths of important persons.

4. At the death of President and Prime Minister the Official Mourning should be observed for a period of 13 ~~days~~ and 10 days respectively. The Flag should be flown half-mast during the period of Official Mourning. On other occasions, if necessary, ad hoc instructions will be issued by the Government.

On the day of death, offices should be closed. If the intimation regarding death is received after 12 noon, offices should be closed for the afternoon and for the following day. The day of funeral should also be treated as a holiday.

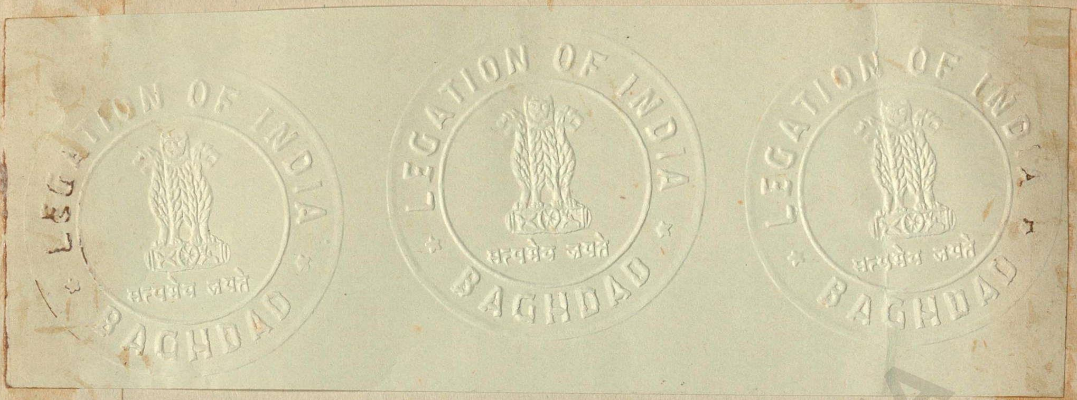
Missions should open mourning registers and keep them open for the period of Official Mourning and this should be notified to local authorities. At the discretion of the head of mission, where the size of local Indian community warrants, a memorial meeting may be arranged to be held, on the day on which such a meeting is held in India or on the last day of Official Mourning.

The intimation about death, funeral and memorial meeting will be sent to missions by the Ministry of External Affairs by most immediate telegrams. (Annexure II)

x attached

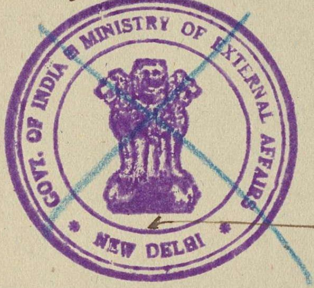
Official Seal — Embossing Press.

I

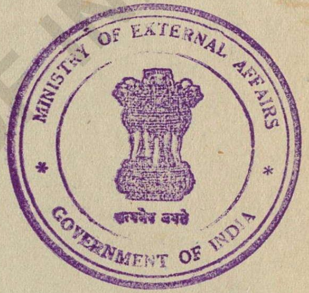

LEGATION OF INDIA
सत्यमेव जयते
BAGHDAD

Official Stamp — Rubber Stamp.

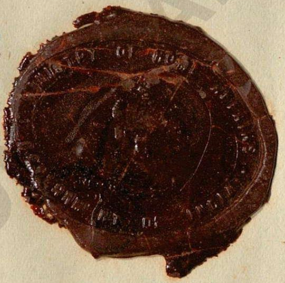
II


GOVT. OF INDIA MINISTRY OF EXTERNAL AFFAIRS
NEW DELHI

सत्यमेव जयते


MINISTRY OF EXTERNAL AFFAIRS
सत्यमेव जयते
GOVERNMENT OF INDIA

1

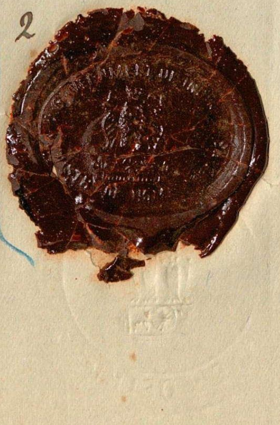


Approved shape, but its size will be as in No 2.

Wax Seal — Metal Die.

III

2



Approved ~~shape &~~ size, but it will have the motto and sim as in No 1.

1

Ministry of External Affairs.

Extracts from AD-II Branch File No.F.22(75)ADII/52.

XXX XXX XXX

XXX XXX XXX

2. Section 14 of the Foreign Service Instructions lays down that the seals and stamps are provided on application to the Ministry of External Affairs. This is not in accordance with the rules for the supply of stationery stores. Under the rules for the supply of stationery stores, an Indent on form No. S.O.159 has to be placed on the D.C.S., Calcutta by the Indentor along with the drawings (in duplicate) showing the exact size, design and wording of each of rubber stamps required. The section may be amended accordingly, as we receive requests from the Indian Missions abroad in this regard and we have then to forward these requests to the DCS, Calcutta. Asstt. (FSI) amy see.

XXX XXX XXX

XDX XXX XXX

This case was discussed with J.S.(AD) at to-day's morning meeting when it was decided that, in view of the fact that the sizes of seals and stamps used by our missions abroad are not uniform, their supply from India should continue to be made through the Ministry of E. A., as laid down in para 14 of the Foreign Service Instructions - Chapter IV. No amendment need, therefore, be made.

Sd/- O.V.Ramadorai.
5.6.53.

AD-II branch file
returned today.
S.S.G.
6/6/53

From : The Joint Secretary to the Government of India,
Ministry of External Affairs.

To : All Indian Missions and Posts abroad
except Embassy of India in
United States of America.

Memorandum No.D.5462-GII/50

Dated, New Delhi, the 8th December, 1950.

Subject: Flag-hoisting ceremonies by Indian Missions and nationals abroad on Indian National Day, etc.

It has been the practice until now to observe the National Day, etc. by commencing the celebrations with a ceremony involving the hoisting of the Indian National Flag and the singing of the National Anthem. The flag-hoisting ceremonies were eminently suitable and effective during the days of political struggle for independence. Now that India is independent, the flag assumes a much greater importance. In order to ensure the greatest possible respect and dignity for the flag, it is necessary to discourage unauthorized persons from handling it in a ceremonial manner. The Indian Army, the Navy and the Air Force and other authorised organisations are the only competent bodies who may normally be entrusted with the performance of ceremonies connected with the flag. The Government of India have accordingly decided that no flag-hoisting ceremonies should be held in future in their missions and posts abroad on the National Day or on other special occasions like the Independence Day, Mahatma Gandhi's birthday, etc. Indian nationals residing in foreign countries should also be advised to bear these views in mind in order that they may so regulate their attitude towards this question as not to jeopardize the greater interests of

national/.......

national discipline and unity.

2. The question of the singing of the National Anthem on such occasions is however entirely different. A reference is invited in this connection to Foreign Secretary's D.O.No.D.6320-ADI/50, 8th dated the 7th July, 1950, suggesting that all persons serving in the mission should learn the wording of our National Anthem and be able to sing it. They should be encouraged to sing it on all important National days in a chorus with other Indian nationals who may be present on the occasion.

(B.N.Chakravaraty)
Joint Secretary.

*****

Copy forwarded to the Embassy of India, Washington, D.C., for information with reference to Shri Bhadkamkar's D.O.letter dated the 9th August, 1950 to Shri I.S. Chopra.

By order,

Under Secretary.

*****

'KAPUR'/6-12-50/125

BY FAST AIR MAIL.

GOVERNMENT OF INDIA
MINISTRY OF EXTERNAL AFFAIRS.

EXPRESS LETTER.

From- Foreign, New Delhi.

To -

No.D.7199-G(II)/49

Dated, New Delhi(3), the 17th December 1949.

Subject:- Inauguration of Indian Republic-celebrations on 26th and 27th January 1950.

The Government of India have decided that the celebrations on the inauguration of the Indian Republic on 26th January 1950 should be celebrated by our Missions abroad in a simplest way consistent with the historic character of the occasion. In drawing up the programme an endeavour should be made to reconcile the need for dignity on an occasion unique in the annals of our country, with the limitations imposed by the need for economy. The actual details as to how and in what manner the occasion should be celebrated is entirely a matter for the Heads of Missions. 26th and 27th January 1950 have beed declared as closed holidays. Hoisting of the national flags should be done as on the days of national rejoicing.

2. A special grant of Rs.   only has been sanctioned for this purpose; In view of the paramount need for economy no supplementary amount can be sanctioned under any circumstances even if the expenditure incurred exceeds the sanctioned grant.

Issue of the above has been authorised.

M Sharma

Assistant Secretary to the Govt. of India.

TVB/
17-12

Spare

Flags

73

4

SECRET

No.D.4802-GII/49:
GOVERNMENT OF INDIA
MINISTRY OF EXTERNAL AFFAIRS
NEW DELHI 3.

Dated the September, 1949.

From

C.M.SHARNA,ESQ.,
ASSISTANT SECRETARY TO THE GOVERNMENT OF INDIA
MINISTRY OF EXTERNAL AFFAIRS

To

ALL INDIAN MISSIONS AND POSTS ABROAD.

15/8 [illegible]

Sir,

I am directed to enclose an extract from a circular letter No.87/5/47-Pub(B), dated the 21st August,1948 from the Ministry of Home Affairs, in regard to the flying of foreign flags in India. The question whether on occasions such as our Independence Day on August 15th, Indian nationals abroad, could appropriately fly the flag of the Indian Union over their premises would arise; and you may be approached for advice in the matter. The Government of India consider that before tendering any advice you should consult the appropriate authorities in the Government to which you are accredited to ascertain whether the flying of our flag on the occasions referred to would accord with the practice followed by nationals of other states on similar occasions, and also whether they would appreciate the flying of their own flags along side ours, on such occasions.

Yours faithfully,

C.M. Sharma

Assistant Secretary to the Government of India.

[illegible]

[illegible] Affairs

74

5

Extract from letter No.87/5/47-Pub(B), dated the 21st August,1949 from the Ministry of Home Affairs to All Provincial Governments and Chief Commissioners.

----

2. The international practice is that the flag of a foreign country may be flown by the diplomatic and the consular representatives of that country, subject to any regulations made by the receiving Government in that behalf. Apart from this, international law does not recognise the right of any one to fly the flag of a foreign State. As a matter of courtesy, however, most Governments do not object to the flying by foreigners of their own flag on the days of their national festivals, but the foreign nationals normally reciprocate this courtesy by flying side by side both their own flag and the national flag of the country in which they reside.

AGS/9

NO.F.41/18/49-PUBLIC
GOVERNMENT OF INDIA,
MINISTRY OF HOME AFFAIRS.

From

Sardar Fateh Singh,
Deputy Secretary to the Government of India.

To

All States.

New Delhi, (3) the 27th April, '50.

Subject:- Rules regulating the display of the National Flag of India.

Sir,

I am directed to forward for information and guidance a copy of up-to-date Rules for the display of the National Flag of India. They are based on the orders issued from time to time and include alterations due to constitutional changes.

Yours faithfully,

Deputy Secretary to the Govt. of India.

NO.F.41/18/49-Public., New Delhi, (3) the 27th April, '50

*With usual number of sapre copies

*Copy to all Ministeries of the Government of India including Ministry of Finance (Defence), (Revenue) and (I&C) Divisions; Cabinet Secretariat; Director General, Resettlement and Employment; Prime Minister's Secretariat; Planning Commission; Partition Secretariat; Parliamentary Secretariat; Principal, Indian Administrative Service Training School; Director, Intelligence Bureau; Director, Secretariat Training School; Inspector General, Special Police Establishment; Commandant, Central Police Training College, Mount Abu;

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Director of Co-ordination (Police Wireless); Union Public Service Commission; Supreme Court; Military Secretary to the President; Secretary to the President; Department of Scientific Research; Department of Parliamentary Affairs; Office of the Election Commission, for information and necessary action.

Copy also to the Director of Publications, Publications Division, Old Secretariat, Delhi, (Mrs. Nath) for information and necessary action so far as the pamphlet 'Our Flag' is concerned.

By order,

A V R

(A.V. RAMAN)
Under Secretary to the Govt. of India.

ENCL.1.

-SPS-(A)
26/4/50-D.

RULES FOR THE DISPLAY OF THE NATIONAL FLAG OF INDIA.

The Flag is the emblem of the Nation. It is essential that it should not be brought into disrepute by unregulated use.

The following rules have therefore been prescribed for the display of the National Flag of India:-

I. Display of the Flag on Buildings.

(a) Normally the Flag should be flown only on important Government buildings such as High Courts, Secretariats, Commissioners' Offices, Collectorates, Jails and offices of the District Boards and Municipalities.

(b) The Flag should also be flown on the residences of the -

- (i) Governors and Rajpramukhs when outside their States if they stay either at their own or other private residences.
- (ii) Ruling Princes may also use the flag together with their own flags, if they so desire.
- (iii) Heads of Indian Mission in foreign countries. They may also fly the flag on their offices where these are separate from their residences.
- (iv) Ministers of Union and States.
- (v) Ministers of State of the Central Government.
- (vi) Chairmen of Upper Chambers where these exist.
- (vii) Speakers of the Parliament of India and State Legislative Assemblies.
- (viii) Chief Commissioners.
- (ix) Regional Commissioners in Part 'B' States.
- (x) Commissioners of Divisions, Deputy Commissioners and Collectors of Districts.

(c) In frontier areas, the flag may be flown at special places.

(d) (i)-The President has a special flag of his own and will continue to fly the same.

(d)(ii)-The Governors and Rajpramukhs have their own special flags and will continue to fly them within their States.

(e) (i)-If the President, the Prime Minister or the Deputy Prime Minister while visiting a State stays with the Governor or Rajpramukh in the Government House, the President's Flag or the National Flag of India, as the case may be should also be flown on the top of the main building or on the top of the wing, where the President, the Prime Minister or the Deputy Prime Minister happens to reside, or in a conspicuous part of the forecourt

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or the main approach.

(e)(ii). If the Governor or the Rajpramukh stays in the Circuit House within his State and the President, the Prime Minister or the Deputy Prime Minister also stays in the same house as his guest, the same practice as in the preceding sub-rule should be followed.

(e)(iii).-If the President, the Prime Minister or the Deputy Prime Minister proceeds to a State town where the Governor or the Rajpramukh is not present, the President's Flag or the National Flag of India as the case may be, should be conspicuously displayed on a flagstaff or an improvised pole on the top of the house.

II. Display of the Flag on Cars.

The privilege for the use of the Flag on motor cars will be limited to the -

(i) Governors and Rajpramukhs when outside their States.

(ii) Ruling Princes may also use the flag together with their own flags if they so desire.

(iii) Heads of Indian Missions in foreign countries.

(iv) Ministers of Union and States.

(v) Ministers of State and Deputy Ministers of the Central Government.

(vi) Chairmen of Upper Chambers where these exist.

(vii) Speakers of the Parliament of India and State Legislative Assemblies.

(viii) Chief Commissioners.

(ix) Regional Commissioners in Part 'B' States.

III. GENERAL.

(i) On special occasions like the Independence Day celebrations - 15th August, Mahatma Gandhi's birthday, January 26 and National week, as well as on any other particular day of National Rejoicing, the use of the flag will be unrestricted.

(ii) The use of the flag by the Army, Navy and the Air Force will be governed by the special rules made for the purpose.

(iii) The flag should not be flown by persons other than those mentioned in these rules except as provided in (i) above.

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OCR/HTR

Page - 1
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Serial
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Collection No.
D. 40-FS1/51
Subject.
Chapter IV -
Official Insignia
Compilation of Instructions for
India's foreign service
Previous References.
Later References.
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Page - 2
Par 2:
F.No.8-F51/51
It is desirable that
-/-
Ministry of External Affairs.
Subject: FOREIGN SERVICE INSTRUCTIONS.

Chapter IV - Official Insignia.

π-

D.No. 40-FSI/51. .... (1).

At S.No.(1) is the chapter on 'Official Insignia' taken from 'General Instructions for His Majesty's Foreign Service. Copies of the instructions issued by this Ministry are at slip 'A'. The material received is not enough for drafting the complete chapter. The draft chapter put up therefore containss only such paragraphs on which material was available with me. Other paras. will be drafted and added as soon as the material for them is received. The numbering and arrangement sof the paragraphs will be finalised when the draft is complete.

2.

Following comments are offered on the paras. of S.No.(1):-

these should be prescribed
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Para 6:
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dates the
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X

Para. 1. Since we do not have separate flags for our diplomatic and consular representatives para. 1 of our draft will be as put in the draft.

Para. 2. No instructions on the use of different sizes of the flags have so far been issued to the missions abroad. G.II Branch may see and note the present position in the matter.

Paras. 3-5. These paras. have not be included in our chapter because we have no separate flags for our diplomatic and consular representatives abroad.

Para. 6. We may not include this para. in view of our instructions contained in G II Br. memo. No. D.5462-GII/50, dated the 8th December 1950.

Para. 7 seems quite useful and has been adopted in toto.

ded shift.

Para B: 1 mink and relevant here in
S.No I is adequately worded
for not fur fore shouldbe adopted as it
'Stands.
2/6

Pare 9: It is time we itund instructe
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last miniite telegrafting

Per 11: This also needs.

Para 12: 1.
agree;
-2/3
but do not see
the draft. It should be included
2/3

Par 13: There should be Sych
instructions. 2/3
€

Pars 14-15: Yes.

Eara. 8. We may substitutue our own instructions on this point. A para has been added accordingly.

Para. 9. We do not seem to have issued any instructions on this point. G.II Branch may see for their comments.

Fara. 10. This point does not arise as we have no separate flags four diplomatic and consular representatives.

Fara. 11. We have no definite instructions on submission of applications asking for flags. G. Branch should see and advise as to what may be put in, under this caption.

Fara. 12 Since eno instructions to the contrary are available, it has been taken in toto.

Para. 13. Instruction on this point are also not available. G.I Branch may see and state the present position.

Paras. 44-15. Ad II Branch are concerned with this but they do not seem to have issued any instructions on this. They may see and furnish the necessary material for inclusion in our chapter.

From pre page.

3.

Faras. 16-19. In the absence of any instructions to the contrary, paras 16-19 of S.No. (1) have been included the draft chapter as they are. ADII BY. may, however, see for their comments, if any.

Para. 20 has also been put in the chapter but ADII Branch should see and fill in the blank at the end of the paragraph.

G.II, G.I and AD.II Branches may see as suggested in the note above and furnish the material required for completing the chapter in hand.

Pskanwal
2/3/51

Margins. This is a very useful in portant chapter which

must be completed. Byggs
2.3.51
Reference JS (W)'s marginal comments.
Para 8 gs No. (1). It has been adopted
as it is. (y para 3 of the draft).
Para. 12. could not be included
through
an on
oversight but has
added. (of para | of the draft).
Para 6
H
now
been.
will be sintably amended
and included in the chapter after
G. I Branch have confirmed gs (W)'s
presumption noted in the margin
2.
The
file may
new
be referred
comments and
to
G. I, GI and AD I Branches who should see
Js (ws's marginal
furnish the
required material as
early as possible.
Pskanwal
3.3.51

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Para (9)
u
Slip (has)
ge
< 1-7/ship A

Ministry of External Affairs.
General II Branch,
9-1212-GII/51

From page 1. The points concerning GII Branch are dealt with seriatim:-

Para 2. Sizes of Indian National Flag.

In this connection a perusal of S.No (2) and the notes at pages 2-4 of File' 31-GII/50 is solicited. It will be observed that while the ratio of length and width of the Flag has been laid down(3 : 2), sizes have not yet been prescribed and are being fixed by the Indian Standards Institute. The last note by the Ministry of Home Affairs on this point is dated the 20th Feby 1951 at page 16/N of the same file and also at page 1 of File 31(1) 25 GII/51.

Paras 6-9-

2.

Anniversaries and other national occasions.

The J.S's presumption is correct.

Para 6 of S.No (1) refers to British anniversaries for flying British flag. In this connection it may be pointed out that the High Commissioner for India in the United Kingdom had sought clarification as to the occasions on which the Union Jack should be flown alongside the Indian National Flag. The matter was discussed with the U.K.High Commission in India and it was decided that the Indian High Commissioner in London need fly the Union Jack along with the Indian National Flag only on the

birthday of H.M. the King of England and reciprocally
the U.K.High Commission in India will fly the Indian
National Flag alongside the Union Jack only on the 26th
January(Indian Republic Day). Please see S.Nos (8) and
(10) in File F.1(25)-GII/50.

3.

As regards mournings on the death of important
personages in India and in the foreign countries and the
mode of flying the Indian National Flag, the question is
engaging the attention of the Ministry of Home Affairs
since 1949. They are laying down a procedure for action
to be taken in India and the Ministry of External Affairs.
have taken the view that these instructions with suitable
modifications can also be made applicable in the case of
Indian Missions abroad. In this connection attention is
invited to the notes at pages 1-11 of file 17(16)-GII/49.

4.

In the proposed draft the circular instructions
issued with our memorandum No: D:5462-GII/50, dated the
8th December 1950 do not appear to have been incorporated
and it is presumed that this will be done when the draft
is reviewed and finalized. In that connection it may be
S(4) of File (R) submitted that an exception was allowed in the case of
$1 (2761/50
Slip X
+ fags 4-5/c
ship A
hessals
GI
us (6)
Sikkim for the reason that the Indian Military is stationed
there.

5

It may also be submitted that the instructions
contained in our circular instruction&& letter No:
+D.4802-GII/49 of Sepr 1949 in so far as the flying of
Indian National Flag on important occasions like the
Indian Republic Day by Indian nationals abroad is concerned
have also not been incorporated in the draft under

consideration. Indian nationals in foreign countries have
been advised not to use the Indian National Flag on the
National Day etc in a ceremonial manner%; that is to say,
they should not observe any flag hoisting ceremonies. There
is, however, no restriction in flying the Indian Flag by
Indian nationals on such occasions subject to the permission of
Govt of the Country concerned.

6
Paras 11 and 13 concern GI Branch and para 12 A Branch
and they may kindly see before passing on the file to
AD II Branch.

7.
Indien.
دش
Indian National flag can also be displayed by Heads 7
Missions on mid cars. A copy of the rules regulating
Flag (
Cal display of National Thay of Indie is plece below
8.3.51

Page - 5
from prepage
4-5-
(G-I Branch)

Para 11. Woolen flags of the following sizes
are stocked in this Branch and are supplied to our
Missions abroad as and when requisitions are received from
them:-

12' X 8'
6' X 4'
3' x 2'
9" X 6" (car flags)

A para to this effect may be added.

2
Para 13. The question of deciding a standard
design of the shield and plate to be fixed at the main
gate of our offices in foreign countries has been under
the consideration for this and further action is

held up in abeyance pending decision of equivalent terms in Hindi for various designation of offices by Parliament Secretariat. Some design will however be ultimately adopted and it seems desirable that a para to this effect may be included.

M

9.3.51.

1/3/51

Colthams.

1313

XF6 (192) 63/52

not up.

ADII Branch is only concerned with, the placing of stationary indents on the D.C.S., Calcutta, as they are received from our Missions abroad. As these points of policy this Branch is

raise

questions

31/3/51. Mu.

2451

not concerned.

Saur

19.3.51.

Asratt: (FSI) PSK3

US(AWE) AS (R+1)

ADI

ADII is handy concerned for

giving suppertime for Vicial scabrali.

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Sn.

b. / Art. FSI

3/4

Ministry of External Affairs.
6)
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Proposed Rana 11. They
are not suitable.
hardly require gust.
delibenter for mir
алдым. Атриб
13.4.51
#ef para 4 J.
The draft chapter
2
Reference notes from page 3/n ante.

Sizes of Indian National Flag. It will be seen from G.II Branch note on para. 2 of S.No. (1) that the sizes have not yet been finalized by the Ministry of Home Affairs. G.II Branch might take up the matter with the Ministry of Home Affairs and request them to finalise this issue as soon as possible.

3.
Amended. A 13/4 the
0-11-2936f A
xe para 546
The draft.
Sef paras 7+8
of the draft
• pt 4-5 Joup'A'
# of fara a g
the draft
# of fara 10 of
the draft
4.
#

confirmed
Para. (6) of S.No.(1). G.II Branch have/J.S. (W)'s
presumption. A para. on it has therefore been added
to our draft. Ministry of Defence (Naval Headquarters) should see
the last sentence of this para for their concurrence.
Para. 9 of S.No.(1). As will be seen from G.II Branch
note on this para. and from notes at pages 1-11 of F.No.17(16)-
G.II/49, the question has been under the consideration of
the Ministry of Home Affairs for a long time. G.II Branch
might ask the Ministry of Home Affairs to expedite their
final orders on this on issue as early as possible.
5.
6.
Reference para 4 of G.11 Branch note at page 3/n ante.
Instructions contained in G.Il Branch circular memo. No.
D.5462-G.II/50, dated the 8th December 1950 have now been
X
incorporated in a new paras, added to the draft chapter;
Reference para. 5 ibid. Two further paras. based on the
instructions contained in G.II Branch letter No. D.4802-G.II/49
dated the Septemner 1949 has also been added to the draft.
Reference para.7 ibid. A para. relating to the display
of national flags on cars by the Heads of the Missions has
also been added.
7.
8.
S.No.(1)
Reference para.11 of S.No. (1) and Fara. 1 of G.I Branch
note at page 4/n ante. A para. based on the material furnished
by G.I Branch has also been added to our draft chapter.
9.
Reference para. 13 of S.No.(1). In view of G.I Branch
note on this para (para. 2 of their note) we shall have to
wait for the necessary material from G.I ranch who may ask
the Parliament Secretariat to expedite the matter.
10.
Reference AD.II Branch note at page 4/n ante. It is
moet surprising that AD.II Branch have no material for drafting

From prepage.

(?)

-6-4-

similar paras. to paras. 14-15 of S.No.(1). The Indian
Missions are not supposed to use official seals and stamps
other than those prescribed by the Government of India.
If so, the desirability of asking for comments of Indian
missions on this subject is not understood. It is for
the Government to lay down the specific seals and stamps
to be used by the missions as the missions are not expected
to use different designs of official seals and stamps.
In the absence of any material with AD.II Branch we may
adapt para. 14 of British chapter as it is. But the
contents of para. 15 shall have to be replaced fully by
our own definitions. AD.II Branch may see again and furnish
material for this paragraph after consulting the Ministry
of Home Affairs, if necessary.

11.

AD.II Branch have also not completed the last para.

draft

of the

chapter which may be completed with the addition of
the words 'Ministry of External Affairs' at the end.

12.

X

G.II, G.I and AD.II Branches may see with reference

be

to notes above, after which the file may

referred

to the Ministry of Defence as suggested in para. 3 3

above.

Pskanwal

11.4.51

Margin overleaf. I have made extensive
alterations in the draft rules which should be seen by
the appropriate sections.

2.

Regarding Seals and Stamps, I agree with the remarks made in Assistant (FSI)'s note above. This is not a matter on which our Missions can be usefully consulted. We will have to make up our mind ourselves. I suggest that paragraphs 14 and 15 of the British Instructions should be adopted by us, with such changes as are necessary for our purposes. I am quite willing to help AD-II Branch in this matter and suggest that they submit the papers to me as early as possible.

X

× G II may
remove their
files

JS(W)
Asstt (FSI).
(B.F.B Tybji)
14. 4. 51.

A fair copy of the amended draft is put up on the file, GI, G. I and ADI Branches may see for immediate action and return the file quickly for being fee to the Ministry of Defence

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16 14/57
G# Relevant extract.
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Page - 8
23 APR 1957
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-7-

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AD II R
Reference Spice note on
office
dalis 16.4.51.
MAS
8
pre-page
There paper may
The relevant extrad- have been taken
action in this. Brand
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s(+1)
Asst (FSI)
Seen thanks.
/10/14/5/
Ant (ASI)
1683-1
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Mr S
NOW/3905/0-GS.
24/4/9
B
1613484/48/5
R
M
now he stund to F.S.Ifr.
3
Ministry of Defence (with refce to para of office note at p5/ante]
JE. A. uo. No. D. 40-F51/51 dated 23.4.5,
Ministry of Defence (Navy)
Seen, thanks. We concur with para 4 of the draft.
Age E.A. Mimiliy
FSD
1366-3663-N/D (N) dll 9.5.51

10/8/57
8.69-FS/57
When 9/5/57

Page - 9
D65FS/51
-80
Ministry of External Affairs.
ย
Extract from G.II Branch file bearing D.No.2183-GII/!
The Ministry of Home Affairs may see paras.
2 and 4 above and J.S. (W)'s note on the margin and let
The information
valfage slank us know the decision in the matter.
on these points is required urgently as it is to be
included in the "Foreign Service Instructions" which
are under preparation in this Ministry.
The attention of the Ministry of Home Affairs.
on the file is also drawn to their .o. No.D.492/51-Public, dated
the 21.2.51 in F.No. 31-GII/50 and u.o. No. D.121/51-
Public, dated 22.1.51 in F.No.17 (16)-GII/49.
Itd. GLN,
21.4.51.
Ministry of Home Affairs
Sd/- C.M. Sharma,
21.4.51.
M. of E.A. u.o. No.2037-G.I1/51, dated 21.4.51.
(Notes in the Ministry of Home Affairs)
The National Flag Sectional Committee
decided that there will be five standard sizes of the
National Flag (including the one for motor car), which
are indicated below:-
(i) 21 feet
X not on
this file
15 page 5/n ante
(ii) 12 It
(iii) 6 17

(iv)
(v)
3
X 14 feet.
X
8
X
4
2
17
9 inches x 6 inches. (Motor car flag)

The specifications of the National Flag of India (Cotton Khadi) have been finalised, but those for the silk khadi and woolen khadi are yet under consideration. Govt. have yet to approve of them for their purposes.

2. with reference to this Ministry U.. No.D.121/51-Public, dated the 22.1.51 cited at prepage, it may be stated that the revised instructions as to the action to be taken on the death of High Officials in India have not yet been finalised.

Itd.xxxx
26.4.51
Ministry of E.A.
Sd/- A.V. Raman.
26.4.51.

M. of H.A. u.c. No.1177/51-Public, dated the 27.4.51.
Ministry of External Affairs.

For information.

Asst. (FSI) may see with reference to paras.
2 and 4 of his note on prepage

As for the remaining information, the Ministry of Home Affairs may be reminded after a month or so, see

G.I Branch may also with regard to sizes of the flags as given at 'A' above.

Itd. GLN,
2.5.51
Sd/- C.M. Sharma,
3.5.51;

S

4.

-9=0

Ministry of External Affairs.

Reference notes pom page 7/n aute,

2. Defence Ministrs note at page 7/aute
is for information.

3.

Home Ministrup note at prepage is
also for present information. Although
they have given
is the standard
es
sizes of the National Flag but they
have not as yet prescribed the
places at
particular occasions or
which the different sizes are to be
used. They have also not mentioned
the sizes in terms
in para 2 of the British Chapter. (SNO (1)).
In their note at prepage, the Ministry
of Home Affairs have stated that the
of breadths'
as
given
264 GST
We shound do
mig. 49/5
Italy necessary
Why
do we need
specifications of the Naterval Flag y
India (Cotten Khadi) have been finalised, nem? we shall
Branch
but they have not explained as to

what these specifications are. P. I
may
See and make another
reference to Home Ministry asking for
the above information. They may
also press than to finalise instructions
National Flag
relating to lowering of
on the death of high persmages
•
G. I Branch may so
see with reference
to para. 9 of office note at pages / mante
and let us know the present position.
in the matter. They should also
press Parliament seeth, to expedite
the issue of fivial instructions
5 r
Supply flaps is not
mission §.
- 14/5
This is necessary
печить
[Withdrawn
from us (AD)
on 21.6.51]
ADII Br. may see with reference wit
to their note at page 7/4 and let us
Know the present position in the matter
PSKMISTS
14/5/51
Margin.
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G.E
AD. IT
29.5.51.
251
28/5/51
Reference
JS(W).
ADH G

Extract of notes from G.II Branch File bearing
D.No. 2754-G.II/51.

XXX
XX
XXX

So far as 2(i) is concerned, the following paragraph should be put in our draft:-

"The various prescribed sizes of the Natichal Flag are:-
(1) 21 feet x 14 feet
(2)
12 feet x 8 feet
(3)
6 feet x
4 feet
(4)
3 feet x
2 feet
(5) 9 inches x
6 inches (Motor car flag).

Flags of these sizes will be supplied to Missions abroad on application to the Ministry of External Affairs. The usual sizes of the flags to be used by diplomatic and consular officers for various purposes are as follows:-

For use on shore

12 feet X 8 feet
* Occasions in which the
National Flag should
be lowered.
winds
For use on shore when
specially authorised
e.g. on exceptionally
large buildings
For use on boats
For use on board ships
21 feet x 14 feet
3 feet x 2 feet
12 feet x 8 feet
At present posts where the prevalence of high
makes large flags unsuitable, flags of the
sizexx 6 feet x 4 feet may be flown on buildings.
17
2.
As regards point 2 (11) above, the Home Ministry
may be asked to expedite their decision.
Sa/ B.F.H. B. Tyabji,
22.6.51
2.
Reference J. S. (W)'s note above.
The para. relating to 'Sizes of National Flag'
has been incorporated in the draft. In view of the
wording of this para., para. 10(a) relating to the
Supply of Flags' seems redundant and may be omitted.
3.
The chapter on 'Official Insignia' is still
incomplete in respect of following points:
4.
(a) Instructions relating to lowering of the National
Flag on the death of high personages.
(b)
Display of coat-of-arms and consular shields.
(c) Specification and design of official seals
and stamps.

G.II and G.I Branches may see items (a) and (b)
above respectively and let us know the present position.
in the matter.

From prepage.

5.
As regards item (c) above.S(AD) who was
dealing with this case, may see and let us know the
progress made in this connection.
Pskanwal
31. 7.51
"A
31.7.51
this matter is being dealt with
on a different file. Carl- (FSI) will
be informed when a cheisin
has been taken.
14/8/51
J.S.(Ad) wanted to see this file. It has
been received by Assistant (FSI) only today.
Inhe
27.9.51.
| Shnell like 15 see he
fill mentirist
at "A" above. Why did his pre
des reach a
mm
When
à month.
JS (1)
Ministry 7 Here.
SIID 24-7-51. Their sol
I were reminded
kek
31.7.5.
Chev

3
347
A design of the shield has her
G. I Por approved by Hoping.
US (AD)
and sample is
awaited from der so.
Asst. (FSI),
J.S.(Ad)
31/7/57
2/8
03 (An) bring
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osted it was werker bus. Arst (FS.1)
Should show this note
Pasally is
is file br.
ple.

AML (FS1)
27. 1.51
shown to 23 (OD)
aut 15/×2
Received on 15.12.51,
s

Page - 13
This is being done
by Mr R. shower
Archer v3
13 (MT)
my supervision
Yes.
F
+12-81
MINISTRY OF EXTERNAL AFFAIRS.
13
Para 3 (page 10/n) of the note dated the 31st

July 1951 may kindly be seen.

2\.

On (a) no decision has so far been reached by the
Ministry of Home Affairs. Regarding (b) a standard National
Emblem shield has been decided to be put up outside the
offices of the Indian missions and a paragraph (No. 13)
has been included in the draft chapter. As for (c), a
paragraph on 'Seals and Stamps', by necessary modifications
to the relevant paragraph of S. No. 1, has been drafted
and has been grafted at No. 14 of the draft chapter.

3\.

The designs of the seals and stamps used in the
Indian missions are not uniform. No useful instructions
on this point, therefore, can be issued. The instructions
on the treatment of flags on deaths of important persons
and designs of seals and stamps may be issued later on
and for the present we may issue this chapter without
them. A clean copy of the draft chapter is put up for
approval.

4\.

The seals and stamps for the Indian missions must
be standardized. This question may be decided by Ad-II
Branch whose file on the subject is placed below at flag
A.

arks

4.1.52.

J.S. (nd)

71.52

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in Manders!

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AD

Mrke

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G-II
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(MD)
12-1.52
12.1.52
The draft chapter has been removed for printing.
Ad-II may please see paragraph 4 above and remove
their file placed below.
3.
persons.
G-II may please indicate what is the position
A regarding treatment of the Flag on the death of important
enhe
18.152.
"A above.
The Ministry of
are stated to
Home Affairs (have
prefaced the revised draft instructions on the
subject under the new Constitution and will
Coronet the Munnistus of defence and

M
13
External Affairs in
Affairs in finalising
the
memorandum.
the
memorandum is awaited.
Ke. The Ministry of HA is again being reminded.
30% 52.
Caber
30-1.52
Mr. R. Bhandari may kindly see paragraph 3 of
Assistant (FSI)'s note dated 4.1.52 and J.S. (Ad)'s marginal

remarks on page 12/N ante. The present position may kindly
be indicated for information of J.S. (Ad).
JS (1)
are-seals and strips.
Inhe
6.2.52.
Action is being taken.
G
File
No F. 14 (72) - ADI/51. The Manager, yout.
9
of India Press, Calcutta
asked
to get
a
for approval. Du
has
been
specimen die prepared
Missions have been instructed
the meantime ale
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further order for
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sexes. After the
selection
made
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the existing.
will be replaced.
RBtiandan
14.2.52
should

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(Mr Bhandari) & became an feit with the
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Mor Bhandari)

14.2.52
Mr. R. Bhandari
JS (AD)
Received on 10.5.5%.
M
14.5.52

Нада
7812/ wante
U.S.(ESP)
J.S. (AD)
Att
14 -
الكر
Please see Instruction 14 of the chapter on
Official Insignia of the Indian Foreign Service Instructions
The seals and stamps mentioned in it have to be supplied
to our Missions by this Ministry (vide Instruction 19).
As the seals and stamps used by our Missions are not
uniform, Ad-II Branch were requested to standardize them.
2.
The file No. 14(72)-Ad-II/51 indicated in Mr.
R.Bhandari's note dated the 14th February 1952 was examined

The specimen die referred to by him is for printing d.o. letter forms, distinct from the metal-seals and rubber-stamps mentioned in Instruction 14. Ad-II may kindly see for necessary action with regard to the seals and stamps.

mhe
14.5.52.
M
action
Ad-11 2
3/6/52
ProN
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19.5.52
The
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Extract of an nols plaken for neussary

flag A
P!³/c.
16
115

Extract of notes dated 15.5.52 from file 8-FSI/51

Please see Instruction 14 of the chapter on official Insignia of the Indian Foreign Service Instructions. The seals and stamps mentioned in it have to be supplied to our Missions by this Ministry (Vide Instructions 19). As the seals and stamps used by our Missions are not uniform, .ADII Branch were requested to standardis e them.

2. The file No. 14(72)-ADII/51 indicated in Mr.R. Bhandhari's note dated 14.2.52 was examined. The specimen die referred to by him is for printing d.o. letter forms, distinct from the metal seals and ru bber stamps mentioned in instruction 14. ADII may kindly see for

stamps.
necessary action with regard to the seals and
A
Ref: above.
Sd. O.V. Ramadoraii
15.5.52
Sd. H.Dayal
19.5.52.

The following stamps and seals are generally used in the Ministry and may be included in the Foreign Service Instructions:-

1) The Wax Seal. This is a brass seal die which leaves an impression on wax. It is used only for sealing purposes and imparts no other significance to the document on which it is impressed than the fact that it has been closed at a particular office.

2). The Official Stamp. This is a rubber faced stamp by which an ink impression is obtained. It is used to emphasise the official nature of the service performed in respect of a document and does not impart any legal validity to that document, or in the case where the document is already legally valid and merely required the authentication of a signature or seal. 201

3) Office stamps. These are rubber faced stamps by which an ink impression is obtained. These stamps are used for general office purposes only. They clothe the document on which they are imparted with no special or official significance, and are never used for such purposes.

The designs of the above instruments are as follows:-

1) The Wax Seal. Oval. The State Emblem and the motto should be within a rim containing the name of the office to which they are issued.

2) The Official Stamp. Circular in shape. The state Emblem with the motto within a double rim containing the name of the office to which they are issued.

3) Office Stamps. As required but without a rim and the State Emblem.

Besides the above certain other stamps are used for specified purposes viz. Passports, Agreements and Treaties etc. which, which impart legal validity to a document. Protocol Division and the Passport Branch, which deal with these subjects, may see for necessary action with regard to these stamps.

11/4/52.15 12/6

fs!.

Pt-I and PV-I Branches may please see 'A' of Ad-II Branch noted dated 12-6-52 on page 15/n and let us know the design(s) of the Official Seal(s) whose impression on a document imparts it legal validity. When this information is received, paragraph 15 of Chapter IV of our Instructions will be drafted on the model of paragraph 15 of the British Foreign Service Instructions.

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19-6-52.
Monorai
P¾/c
U.S.(FSP)
19.6.02
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PT-I
20.652
PV-I
Ref. note above.
Standard the used in
a seal
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The question of drawing up
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authenticply to Branch may see now
consideration of
Under
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23.6.52
MP
2576152
US(PEI)
2501352
PUI Branch

What is required is a
description of the various seals
This my begive by ponn.
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PUTI
(P.V.II Branch)

The various kinds of seals and stamps used by our Missions abroad for passport and visa work are as follows -

1. The embossing machines.

The embossing machine consists of two dies suitably engraved. The impression given by the мiяяion machine consists of two concentric circles .The State emblem ie. the Asoka Lion with the motto 'Satyameva Jeya te' in Hindi appears in the inner circle. The name and the designation of the Mission appear in between the circumferences of the two circles.

The embossing machines supplied to all our Missions are the same in size and shape.

he top
10/7

Contd from prepage

18

In addition, the usual official stamp is also used on all passports. This is circular in shape with the State emblem and the motto within a double rim containing the name of the Office of issue.

B.GKP
78873152
の
us (PV)
18/7/52
19/1
7.5.1.

19/7

Copy of note in the file regarding report to
J.S. (Ad) about the Foreign Service Instructions.

I should like to see the designs.

Sd/- H. Dayal.
26.6.52.

Please see notes from page 15/n ante and the
impressions of (i) Official Seal, (ii) Official Stamp and
(iii) Wax Seal at flag B.

x obtained from
PV-II PA

2.

1. obtained from p. §. to
C.S.

× Impression obtained.
from M. of Home
Affairs - public section

flag c

1 flag A

C

of the chapter

U.S. (FSP)

J.S. Ad)

X

(i) Official Seal. This is an impression of
the Embossing Press supplied to our Legation at Baghdad.
The names of respective Missions are inscribed between
the two rims.

(ii) Official Stamp. This is an impression of
the Official Stamp the Ministry of External Affairs.
The names of respective Missions are carved between the
two rims.

(iii) Wax Seal. The shape and the size of the
Seal have recently been prescribed by the Ministry of Home
Affairs. (In our Ministry such a seal has not been obtained
so far). The names of respective Missions will be
inscribed outside the rim.

and sizes.

(iv) Office Stamps. They have no precribed shapes

3.
A draft of paragraph 15 of the Chapter on
OFFICIAL INSIGNIA is put up for approval. It may, however,
be printed along with paragraph 4 for the sake of facility
in printing and insertion in the Compendium. The material
for paragraph 4 has been suggested by our Protocol Division
but it has yet to be finalized by the Division in consultatio
with the Ministry of Home Affairs and the P.M.'s
Secretariat.
25.7.52.
us (P)
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26.7.52
25.7.52

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-18
Copy of notes in PT-I Branch file -
Dy. No. 3461-PT(I)/52.
Discussed with F.S. I agree with U.S. except that
mourning in our Missions abroad should be confined to
Ad hoc instructions
Presidents and Prime Ministers.
will issue for other occasions when mourning is to be
observed by our Missions abroad.
Sd/- I.S.Chopra.
14.6.52.
A draft note on the procedure to be observed
by this Ministry and by Indian Diplomatic/Consular
If
posts abroad is placed below for consideration.

approved, it is suggested that the draft be forwarded
to the Ministries of Home and Defence to enable them
The
adjusting their draft instructions accordingly.
draft may on finalization be also be appropriately
incorporated in the relevant Chapter of the Foreign
Service Instructions (India).
below.
Sd/- A.K.Dar.
20.6.52.
I agree with the draft instructions placed
Sd/- I.S.Chopra.
25.6.52.
For further action now.
These papers may now be returned to the Ministry
of Home Affairs with the request for adjusting their
draft instructions on the subject accordingly.
2.
A copy is also enclosed for transmission to
the Ministry of Defence.
3.
A copy of notes will be kept in the Protocol
Division and antother copy will be supplied to Assistant
(FSI) together with a copy of the draft instructions.
Itd. M.P.
27.6.52.
The papers may now be forwarded to Ministry of
Home Affairs with reference to their u.o. of 7-4-52
on page 6 ante. That Ministry may wish to see the draft
Foreign Service Instructions on mourning before
forwarding the file to P.M.'s Secretariat.
Sd/- A.K.Dar.
30.6.52.
Ministry of Home Affairs.
M. of E.A. u.o. No. D. 3435-Pt-I/52, dated the 15-7-52.

Foreign Service Instructions - Chapter XI Official Mouming

In view of the decision that official mourning as a general rule will be observed by our Diplomatic Missions only in cases of the demise of Presidents and Prime Ministers of India, additional material for in corporation in the existing relevant chapter of the Foreign Service Instructions is set out below:-

Section A

DEMISE OF PRESIDENTS AND PRIME MINISTERS OF INDIA

The Ministry will on receipt of information from the Ministry of Home Affairs send a most immediate telegram to all Indian Missions and posts abroad as at appendix I.

On learning from the Ministry of Home Affairs of the date fixed for the funeral, the Ministry will similarly notify its Indian Diplomatic Missions by most immediate telegram as at appendix II.

The Ministry of Home Affairs will arrange to supply 100 copies of the Gazette Extraordinary announcing the death of the President/Prime Minister and the assumption of office by the new President/ Prime Minister. The Protocol Division will immediately distribute, under a complimentary siip, this Gazette Extraordinary to all Diplomatic Missions at Delhi.

In case any similar official extraordinary announcement is put out by State Governments they will distribute copies to the Heads of Consul ar posts within the respective States.

The Ministry of Home Affairs will forward to this Ministry 100 copies of the relevant notice announcing the date, place and time of the funeral.

21)

The Protocol Division will distribute, under complimentary slip, this official notification to all Heads of Missions at Delhi.

On receipt of intimation from the Ministry of Home Affairs of the date, time and place fixed for the memorial service, the Protocol Division will communicate the same to all Heads of Missions at Delhi by a circular note.

The Protocol Division will also notify all Indian Missions and Consular posts abroad the date of the memorial meeting as in telegram at appendix III.

Besides notifying the Chiefs of Diplomatic Missions, the Protocol Division will also convey intimation relating to the three immediately preceding paragraphs to any other special foreign missions or foreign agencies then in Delhi.

All Indian Diplomatic Missions and Consular etc. posts abroad will, ona receipt of the telegram at appendix I, immediately declare the remaining day to be a paid holiday and if the news is received after 1200 hours, the following day as well to be a paid holiday.

On receipt of telegram at appendix II, all Indian Missions and Consular posts etc. abroad will declare the day of the funeral to be a paid holiday.

Missions and Consular posts abroad may, where warranted by the size of the local Indian community or other local considerations, arrange to hold a memorial meeting preferably on the same date on which the memorial meeting is being held in India. In cases where a memorial meeting is not proposed to be held in India, Indian Diplomatic Missions and Consular posts etc. abroad may hold a memorial meeting preferably on t day of the termination of the official mourning period. Holding of memorial meetings is not to be regarded as obligatory and is left to local discretion. Offices will not be closed on account of memorial meetings.

Indian Diplomatic Missions and Consular posts etc. should open mourning register and keep them open during the full period of official mourning notifying this fact to the local authorities to which they are accredited and other diplomatic/consular posts in station.

Flags will be flown at half mast during the entire period of official mourning.

The period of official mourning will unless otherwise notified be as follows:-

(a) for Presidents of India - 13 days including the day of death.

(b) for Prime Ministers of India - 10 days including the day of death.

Section B

DEMISE OF HIGH STATE OFFICIALS AND PROMINENT PERSONALITIES IN GENERAL

It is contemplated that in the unfortunate event of the demise of Vice President of India, ex-Governors General and ex-Presidents of India, Union Ministers, Union Chief Justices, Speakers of the House of the People, Governors and Rajpramukhs of States, and national leaders, Government may wish to mark the loss in a beffing manner. Ad hoc instructions will issue for each such case. Indian Diplomatic Missions and Consular posts abroad will not as a rule be required to undertake any special action to mark the loss and when they are, instructions will be sent accordingly. The general procedure would be on the lines similar to those set out for the category of persons in part A. Flags will, however, be half masted only on the day of death or the

day following dopending on the receipt of intimation by the post concerned and also on the day of the funeral. Mourning periods will in such cases be usually confined to either threopdays duration including the day of the death or up to the day of the funeral, whichever period is longer. Missions and posts abroad need not necessarily

open mourning registered for persons under this category.
Thloss specifically instructed offices abroad will
not be closed on the demise of persons in this category.
(end of Section B)
Indian Diplomatic Missions and Consular posts abroad
are not required to convey formally intimation of the
demise of persons either in category A or in category B
to the local authorities to whom they may be accredited.
In regard to restrictions on dress, social
functions, use of mourning stationery and general decorum,
Missions and posts will be guided by chapter XL on
official mourning in the Foreign Service Instructions
(placed below).

APPENDIX I
Telegram
Most Immediate
To all Indian Diplomatic Missions and Consular posts abroad.
Most profoundly regret to inform that President/
Prime Minister (name)........... Passed away at (time)......I..
on
(name)
Minister.
(date).
has assumed office as new President/Prime

APPENDIX II

Telegram
Most Immediate
To all Indian Diplomatic Missions and Consular posts abroad.
Contimation my circular telegram (appendix I)

Funeral of late....
... President/
Prime Minister will take place on (date and time) at (Place).

261

APPENDIX III.

Telegram
Most Immediate
To all Indian Diplomatic Missions and Consular posts abroad
Ae
B.
Continuation my circular telegram (appendix II).
Memorial service for late President/Prime Minister
will be held on (date and time) at (place.
OT
Continuation my circular telegram(Appendix II)
No repeated No Memorial service proposed locally.

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Dy. No. 372-FSI/52
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PT-I.
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(3)

As per J.S(P)'s note dated the 14th June 1952 (p 18/n ante), our missions abroad are required to observe Official Mourning at the death of President and Prime Minister only. Based on PT-I Branch note on pp 19-21/n ante and the Memorandum of the Ministry of Home Affairs, paragraph 4 on the deaths of important persons has been drafted for chapter IV of the Indian Foreign Service Instructions. Before it is finalized, PT-I may kindly see

mohs
17.11.52.
Ref. note alcove.
PtI Br. have no comments
to offer. US (Pt) may see.
Je
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19.11.52.19/11/50
Ifert
words to
other occasion
we would usefully add in the chapter
Me effect that as hoc nistenations will
and elaborate the Graft & haptle some what ginie (brich Setails of
The method its n
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be sent on
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conveyed to me overseas missions.
Jake Sam
19/11/52
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= attached to DFA
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U.S. (FSP)
U.S.(PT-I)
faired
The draft paragraph 4 has been re-arranged
and is put up for approval.
2.
In the form of telegram regarding memorial
meeting at p 25/n ante, the expression " Memorial Service"
has been used. It is, however, felt that due to the
secular character of our Government, it should be

"Memorial meeting". Accordingly the expression "Memorial meeting" has been used in the draft annexure Il (c).

U.S. (PT-I) may kindly see.

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3/17/52

The following two draft paragraphs of chapter IV - Official Insignia - of the Indian Foreign Service Instructions are put up:

(i) Paragraph 4 on deaths of important persons.

(ii) Paragraph 15 on designs of seals.

10.12.52.

достро

F.S. may kindly see for approval.

Mamama

17.12.52

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General instructions on official mourning in regard to its observance are contained in Chapter XL. At the end of DFA-I reference to this chapter has been indicated.

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Comespondence
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CHAPTER IV
(1)
30
D.40-FS1/S1
OFFICIAL INSIGNIA
Chapter IV
OFFICIAL INSIGNIA
CONTENTS
Diplomatic and consular flags...
Sizes of flags
Description of diplomatic flag
Description of consular flag flown ashore
Consular flag flown afloat
***
British anniversaries and visit of His Majesty's Ships
Local usages and foreign national occasions
Other occasions
Deaths of members of the Royal Family
Flags not to be lent
Application for flags
Flagstaffs
609
...
Coats-of-Arms and consular shields
Official seals
Obsolete seals
***
:
. J.

ANNEX.-List of British Anniversaries on which the Flag should be hoisted.
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Paragraph
1
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3
4
4
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9
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11
12
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15

OFFICIAL INSIGNIA
31)
CHAPTER IV
Diplomatic
×
and consular flags.
Sizes of flags.
Description of diplomatic flag.
Description of consular flag flown ashore.

Consular
flag flown
afloat.
British

OFFICIAL INSIGNIA

1. In countries where it is the custom for diplomatic and consular representatives to fly their national flags over their official residences His Majesty's Foreign Service officers hoist the relevant British diplomatic or consular flag.

2. The usual size of the flag to be used by diplomatic and consular officers is as follows:

For use on shore
8 breadths, i.e., 12 feet by 6 feet.
4 breadths, i.e., 6 feet by 3 feet.
For use on shore when {12 breadths, i.e., 18 feet by 9 feet.
specially ordered
For use on boats
For use on board ship
3 breadths, i.e., 4 feet 6 inches by 2 feet 3 inches.
8 breadths, i.e., 12 feet by 6 feet.

At posts where the prevalence of high winds make large flags unsuitable, flags of four breadths only are flown.

3. The flag to be used by His Majesty's diplomatic servants, Ministers Plenipotentiary, Chargés d'Affaires, &c., whether on shore or embarked in boats or other vessels, is the Union, with the Royal Arms in the centre, on a white shield, surrounded by a green garland.

4. The flag to be used by His Majesty's consular officers ashore to distinguish their residences, is the Union with the Tudor Crown in the centre on a white shield.

X 5. The flag to be used by His Majesty's consular officers, when embarked in boats or other vessels, is the Blue Ensign, of three breadths or, if a larger flag is desired, of four breadths, with the Royal Arms in the centre of the fly, that is, in the centre

of that
part between the Union and the end of the flag. The Consular Blue Ensign, being a
personal distinguishing flag, must in boats be flown at the bow, and not at the stern,
which is the accepted position for the national colours. No further flag is necessary,
but if for some special reason it is desired to fly a flag at the stern, this should be the
Red Ensign. The consular flag is hoisted in boats only and not in ships except when
a salute is given to the consular officer concerned, when it is hoisted at the fore.
6. The flag should be flown ashore on the British anniversaries enumerated in
anniversaries the annex to this chapter. It should also be flown over official residences at ports
during the stay in port of one of His Majesty's ships.
and visits
of His
• Majesty's
ships.
Local usages
national
occasions.
7. On the occasion of local official celebrations or mourning, local usages should
and foreign be observed, it being as a general rule desirable that the flag should be flown (at the
mast-head or at half-mast according to circumstances) on all occasions when this would
be regarded as complimentary to the local authorities or to countries locally represented,
or when omission to do so might give offence (e.g., on the accession or death of a foreign
Sovereign or on the occasion of the birth, marriage or death of a member of the Royal
Family of a country locally represented; or on a Presidential inauguration, &c.).
Other
occasions.
Deaths of
8. Foreign Service officers may also fly their flags at any time if they think it

desirable, paying due regard to the views of the local authorities and to the practice
followed by their foreign colleagues.

9. On the occasion of the deaths of members of the British Royal Family the flag
members of should be flown at half-mast from the date of the death until after the funeral; and
the Royal
Family. similarly during periods of Court mourning.

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10. Diplomatic and consular flags, being personal distinguishing flags, should
Flags not to
not be lent.
be lent.
for flags.

11. When flags are required application should be made to the Foreign Office in
Application
an unnumbered despatch stating whether they are required for use on shore or afloat.
In the case of flags required for use afloat, it should be specially stated if the four-breadth size is required. Those usually supplied will in future be of three breadths.
Subordinate officers should, of course, apply through their superintending officer.
Lalomo

12. The cost of the provision and erection of flagstaffs will normally be sanctioned Flagstaffs,
on application being made to the Foreign Office, but such applications must be accompanied in each case by an estimate of cost.

arms and
13. Coats-of-Arms and Consular shields to be placed outside diplomatic and Coats-of-
consular offices can normally be provided, if required, on application to the Foreign
Office.
The cost of affixing them may be included in the quarterly accounts, provided it is
not excessive.
consular
shields.
14. Seals and stamps are provided on application to the Foreign Office. Seals and we
The distinction between seals and stamps, and the circumstances in which they
may variously be used, are set out below:

(i) The Official Seal. This is an embossing press used with a notarial wafer and the use of which is confined to the purpose of imparting legal validity to the document on which it is impressed. In practice, the Official Seal will normally be used in cases where a notarial act is required; the legalisation of a signature or seal is not a notarial act, and it is therefore sufficient for the officer signing the legalisation to append the Official Stamp.

(ii) The Wax Seal.-This is a steel die which leaves an impression in relief in wax. It should be used only for sealing envelopes and similar packages, and imparts no other significance to the package or document on which it is impressed than the fact that it has been closed at a particular office.

(iii) The Official Stamp.-This is a metal-faced stamp by which an ink impression is obtained. It is used to emphasise the official nature of the service performed in respect of a document when the affixing of the Official Seal is not necessary to impart legal validity to that document, or in cases where the document is already legally valid and merely requires, for instance, the authentication of a signature or seal.

(iv) The Franking Stamp.-A rubber-faced stamp for use on the outside of envelopes for postal franking purposes only. (Not normally issued to posts overseas.)

(v) Office Stamps.-Rubber-faced stamps may be used for general office purposes only. They clothe the document on which they are impressed with no special or official significance, and must never be used for such purposes.

15. The designs of the several instruments are as follows:

The Official Seal-Oval, the Royal Arms within a rim containing the name of the office to which it is issued.

The Wax Seal-Oval, the Royal Arms within a rim containing the name of the office to which it is issued.

The Official Stamp.-Circular, the Royal Arms within a double rim containing the name of the office to which it is issued.

The Franking Stamp.-Oval, the Royal Arms within a double rim containing the name of the office to which it is issued.

Office Stamps. As required, but without the Royal Arms.

The official seal, the official stamp and the franking stamp bear an identification number.

3

[Revised March 1950]

Stamps.

3

Designs.

u/e

Official
Seals.

Official
Stamps.

Ink pads.

OFFICIAL INSIGNIA

33)

CHAPTER IV

16. Every Consular Section of a Mission and every Consular Post should have an Official Seal. Each Official Seal has a padlock, and special arrangements for its safe custody must be made by the Head of the post. Sealing wax must not, of course, be used with Official Seals.

17. All Missions and Consular Posts are issued with one or more Official Stamps. The arrangements for the custody of such stamps, and the persons who are entitled to use them, must be laid down definitely by the Head of the Chancery (or Consular Section) or the Head of the consular post.platvong si to hoo sif

18. A pad for use with special ink is necessary for the Official Stamp, and the ordinary ink pad suitable for rubber-faced stamps must not be used except for rubber
Je stamps. olib abiemo bossla
Obsolete
seals.

19. No seals or stamps (other than office stamps) may be used except those supplied from the Foreign Office.
sup

20. If any obsolete seals and official stamps are held at a post, a detailed report should be sent to the Foreign Office so that instructions may be issued for their aquer destruction or temporary retention or for them to be sent home for preservation at the X
Public Record Office.

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[Revised March 1950]

ANNEX

List of British Anniversaries on which the Flag should be hoisted

1. The King's Birthday, 14th December (also on any day appointed for the official celebration of His Majesty's Birthday).
2. The Queen's Birthday, 4th August.
3. Accession Day, 11th December.
4. Coronation Day, 12th May.
5. The Birthday of Her Royal Highness Princess Elizabeth, 21st April.
6. The Birthday of Her Majesty Queen Mary, 26th May.
7. The Birthday of Her late Majesty Queen Victoria, 24th May (Empire Day).

CHAPTER IV

OFFICIAL INSIGNIA.

OFFICIAL INSIGNIA.

Hoisting of the National Flag.

فليس قبل د قلمه

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of price cipal diplomatie
consular premutatives

Sizes of flags.

In countries where it is the custom for diplomatic and consular representatives to fly their national flags over their official residences, Indian Foreign Service Officers, will hoist the National flag of India. They may also fly the flag on their offices in similar circumstances.

2.
The various prescribed sizes of the
National Flag are:-
(1) 21 feet X 14 feet
(2) 12 feet X 8 feet
(3) 6 feet X 4 feet
(4) 3 feet X 2 feet
(5) 9 inches X 6 inches (Motor Car
flag)

Flags of these sizes will be supplied to Missions abroad on application to the Ministry of External Affairs.// The normally
usual sizes of the flags to be used/by diplomatic and consular officers for various purposes are as follows:-

For use on shore
For use on shore
when specially
authorised, e.g.
on exceptionally
large buildings
12 feet X 8 feet
21 feet X 14 feet
For use on boats
3
feet X 2 feet
For use on board
ships
12 feet X 8 feet

At posts where the prevalence of high winds makes large flags unsuitable, flags of the size 6 feet X 4 feet may be flown on buildings.

On the occasion of local official celebrations or mourning, local usages should be observed, it being as general
a

Local usages and foreign

national occasions.
3.

rule desirable that the flag should be flown (at the mast-head or at half-mast according to circumstances) on all occasions when this would be regarded as complimentary to the local authorities, or to countries locally represented; or when omission to do so might give offence (e.g. on the accession or death of a foreign Sovereign, or
or on the occasion of the birth, marriage or death of a member of the Royal Family of a country locally represented; or on a Presidential inaugration, etc.)

4.

5.

(To be issued later on)

Foreign Service Officers may also fly their flags at any time if they think it desirable, paying due regard to the view of the local authorities, and to the practice followed by their foreign colleagues.

6.

The National Flag should be flown ashore on the Indian anniversaries shown in the annex to this chapter. It should also be flown over official residences at ports during the stay in port of an Indian Navy ship.

7. Normally, cermonial hoisting displays (as distinct from flying the flags as stated. above) can only be performed by authorised defence service personnel. If on any special occasion a Mission considers it necessary

to organize or authorise such a ceremony, prior sanction of the Ministry of External Affairs should be obtained. Indian nationals residing abroad should also be advised accordingly.

8.

All Indians serving in foxxxxx Missions should learn the National Anthem. They should be encouraged to teach it to other

Deaths of important
persons.

Other occasions.

Flying of National
Flag.

Ceremonial flag
hoisting display.

National Anthem.

Indian nationals, and to sing it in chorus with them on appropriate occasions.

Flying of foreign
flags.

9.

Flying of flags by
Indian nationals
residing abroad.

Display of the
flag on cars.

Flagstaffs.

The flag of the country to which they are accredited may be flown by Indian diplomatic and consular representatives abroad along with the National Flag on special occasions on with he

a reciprocal basis/approved the Ministry
of External Affairs.
10.
of
Before advising Indian nationals
abroad on the question of their flying
the National Flag on Indian anniversaries,
the appropriate authorities of the
Government to which the Mission is
accredited should be consulted, to ascertain
whether such action would be in accordance
the
with the practice followed by nationals
of other states on similar occasions; and
also whether their Government would
appreciate the flying of their own flag
alongside the Indian National Flag on
such occasions. If any doubt arises in
this matter the Ministry of External
Affairs should be consulted.

11. The National Flag can also be
displayed by Heads of Indian Missions on
their cars. The flag should only be
flown when the Head of the Mission is
himselffusing the car; otherwise it should
be furled.

12. The cost of the provision and
erection of flagstaffs will normally be
sanctioned on application being made to
the Ministry of External Affairs, but
each application must be accompanied by
an estimate of cost.

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ut Sheilds for displaying
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13. National Emblem el téo to be
on he frontages of
placed outside diplomatic and consular
Missions will
offices can be provided, if required,
on application to the Ministry of
External Affairs.

14.

Seals and stamps are provided on
application to the Ministry of External
Affairs. The distinction between seals
and stamps, and the circumstances in
which they may variously be used, are
set out below:-

(i) The Official Seal. This is an
the user ne
embossing press, use of which is confined
ter
to the purpose of imparting legal validity
to the document on which it is impressed.

National Emblem
plates. Shields
Seals and Stamps.

In practice, the Official Seal will normally only
be used in cases where a notarial act is r
required the legalisation of a signature
or seal is not a notarial act, and it is
therfore sufficient for the officer
signing the legalisation to append the
Official Stamp.

a

(ii) The Wax Seal. This is/metal-die
which leaves an impression in relief in wax.
It should be used only for sealing envelopes
and similar packages, and it imparts no other
significance to the package or document on

which it is impressed than the fact that it has been closed at a particular office.

(iii) The Official Stamp. This is a metal-faced or a rubber-faced stamp by which an ink impression is obtained. It is used to emphasize the official nature of the service performed in respect of a document, when the affixing of the Official Seal is

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affitin, the

official Seal;

not necessary to impart legal validity to that &

a'

document or where the document is already.

Designs.

Official Seals.

16.

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legally valid and merely requires, for instance, the authentication of a signature or seal.

(iv) Office Stamps. Rubber-faced stamps may be used for general office purposes only. They clothe the document on which they are impressed with no special or official significance, and must never be used for such purposes.

(To be issued later on)

15.

Every Consular Section of a Mission and every Consular Post should have an Official Seal.. Each Official Seal has a padlock, and special arrangements for its safe custody must be made by the Head of the Post. Seal wax

must not, of course, be used with
Official Seals.

All Missions and Consular Posts
are issued with one or more Official
Stamps. The arrangements for the custody
of such stamps, and the persons who are
entitiled to use them, should be laid
down definitely by the Head of the
Chancery (or Consular Section) or the
Head of the Consular Post.

18.

A pad for use with special ink
is necessary for the Official Stamp, and
the ordinary ink pad suitable for
rubber-faced stamps must not be used
except for rubber stamps.

19. No seals or stamps (other than office
stamps) may be used except those supplied
by the Ministry of External Affairs.

If any obsolete seals and official

Official Stamps.

.17.

Ink. pads.

Obsolete Seals.

20.

held

stamps are held at a post, a detailed
report should be sent to the Ministry
of External Affairs so that instructions
may be issued for their destruction or
temporary retention or for them to be
sent home for preservation at the
Ministry of External Affairs.

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41)

ANNEXURE. I

12

List of Indian Anniversaries on which the Flag should be hoisted.

1. The Republic Day, 26th January.
2. The Independence Day, 15th August.
3. Mahatma Gandhi's Birthday, 2nd October.

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(1)

(3).

Removed from PP-I Branch file No. 2 1/52/8/1975/1

No. 44/2/51-Public.
Government of India,
Ministry of Home Affairs.

D. 372 F-59/2

13

MEMORANDUM REGARDING THE ACTION TO BE TAKEN ON THE DEATH OF HIGH (DIGNITARIES) IN IN DI A.

The following procedure will be observed on the death of High (Dignitaries) in India, viz. President, Prime Minister, Governor/Raj pramukh, Chief Justice of India, Speaker of the House of People, Ministers of the Indian Union, Lt. Governor and Chief Commissioners.

I. PRESIDENT.

(1) On receipt of intimation of the death of president while holding office, the Secretary to the Government of India in the Ministry of Home Affairs will immediately by Most Immediate telegram) inform Governors' / Raj pramukhs' Secretaries, Chief Commissioners, the State Governments, the Chief Justice of India, those Members of the Council of Ministers who are absent from Headqaurters, (viz. on tour etc.), the Speaker of the House of People, and Chairman of the Council of States. All Ministries of

Government of India will be informed separately by an office Memorandum. These communications will also contain orders regarding the closing of offices and half-masting of flags which are to be followed immediately(Drafts I & II in the Annexure). If the intimation is received after 12 noon, offices will be closed not only for the afternoon but also for the following day- both days to be declared as paid holidays for all daily rated employees of the Government of India.

such

(Note- This action will be taken in addition to action as may be taken by the Secretary to the President to inform the Governors/Raj pramukhs personally). The Ministry of External Affairs will arrange to infom all Diplomatic Missions at Delhi and Indian Missions abroad. The Ministries of Commerce and Industry, Food and Agriculture and Education will also inform the heads of offices if any, under them a broad.

(2) The Ministry of Home Affairs will issue a Gazette Extraordinary (Black edged) (as per draft III of Annexure) announcing the death of the president. Copies

Ministries of

will be endorsed to all State Governments, the Government of India, Cabinet Secretariat, Planning Commissions, Prime Ministerys Secretariat, Parliament Secretariat(s), The Department of Parliamentary Affairs, Supreme Court, the President's Secretariat (including the Military Secretary), Election Commission and the Comptrolle and Auditor General.

(3) The Ministry of Home Affairs will inform by immediate telegram all State Governments directing the observance of State mourning for a period of 13 days. These orders will also indicate that (the flags will be flown at half-mast and there will be no public entertainment during the period of State mourning) vide Draft IV. The orders will be endorsed to all Ministries of the Government of India, Cabinet Secretariat, Planning Commission, Prime Minister's Secretariat, Parliament Secretariat(s), Dept. of Parliamentary Affairs, Supreme

Court, President's Secretariat (including Military

43)
Secretary,) Election Commission and the Comptroller and Auditor General. The Ministries etc. concerned will communicate the orders to the offices under their control.

The State Governments will, on receipt of the intimation from the Secretary to the Government of India in the Ministry of Home Affairs, cause similar orders to be issued for offices under their control. In case any official extra-ordinary announcement is put out by the State Governments, they will destribution, copies to the Heads of Consular Posts within the respective States.

(4) After consultation with the Military Secretary to the President, the Ministry of the Ministry of Home Affairs will make arrangements for the funeral, in consultation with the Ministry of Defence, who will issue instructions for firing of minute guns(thirty one in number) at the time of the funeral.

114

(5) The Ministry of Home Affairs will inform all Governors' and Raj pramukhs' Secretaries, State Governments of the date and time of the funeral by telegram, and endorse co pl-es to all Ministries of the Government of India, the President's Secretariat (including Military Secretary), Prime Minister's Secretariat, Cabinet Secretariat, Planning. Commission, Parliament Secretariat(s), Election Commission, the comptroller and Audi tor General, Department of Parliamentary Affairs and the Supreme Court for information.

Vi de Draft V.

The funeral will be attended by all gazetted officers of the Government, who may be present in the station. Civil Officers will we ar appropriate mourning dress. Grape bands will be worn by military officers in uniform.

The Ministry of External Affairs will aчx arrange to inform all Diplomatic Missions at Delhi and Indian Missions abroad. The Ministries of Commerce and Industry, Food and Agriculture and Education will also inform the heads of Offices, if any, under them abroad.

(6) The day of the funeral will be declared a Public holiday throughout India under the Negotiable Instruments Act and will be treated as a paid holiday for all daily rated employees of the Government of India. Orders to this effect will be issue from the Ministry of Home Affairs, and will Communicated to all the State Governments for information and to all Ministries of the Government of India, the Supreme Court, Cabinet Secretariat, President's Secretariat (including Military Secretary), Prime Minister's Secretariat, Parliament Secretariat(s), Department of Parliamentary Affairs, Election Commission, Comptroller and Auditor General for information and necessary action. Vide Draft VI.

(7) The Secretary to the President will obtain the instructions of the acting President as to whether any obituary notification on behalf of the President is to be recorded the Gazettee of India, and, if so, he will in due course publish the notification in Gazette Extraordinary (Black edged).

II. PRIME MINISTER.

On receipt of intimation of the death of Prime Minister while holding office, the Secretary to the Government of India in the Ministry of Home Affairs will immediately (by Most Immediate telegram) inform the State Government, Governor's Rajpramukhs' Secretaries, Chief Commissioners, the Chief Justice of India, those Members of the Council of Ministers who are bsent from headquarters, the Speaker of the House of the People and Chairman of the Council of States. All Ministries of Government of India will be informed separately by an Office Memo. These communications will also contain orders re. the closing of offices and half masting of flags which are to be followed immediately (drafts I and II in the Annexure). If the intimation is received after 12 offices will be closed not only for the afternoon but also for the following day both days to be del cared as paid holidays, for all daily rates employees of the Government of India.

noon,

The Ministry of External Affairs will arrange to inform all Diplomatic Missions at Delhi and Indian Missions abroad. The Ministri es of Commerce and Industry., Food and Agri culture and Education will also inform the heads of offices, if any, under them a broad.

(2) The Ministry of Home Affairs will issue a Gazette Extraordinary(black edged) (as

edged) (as per draft III of Annexure) announcing the death of the Prime Minister. Copies will be endorsed to all State Governments, Ministries of the Government of India, Cabinet Secretariat, Planning Commission, Prime Minister's Secretariat, Parliament Secretariat(s), the Department of Parliamentary Affairs, Supreme Court, the President's Secretariat (including the Military Secretary 0, Election Commission and the Comptroller and Auditor General.

(3) The Ministry of Home Affairs will inform by immediate telegram all State Governments, directing the observance of State mourning for a period of 10 days. These orders will also indicate that the flags will be flown at half-mast and there will be no public entertainment during the period of State mourning vide Draft IV.

The orders will be endorsed to all Ministries of the Government of India, Cabinet Secretariat, Planning Commission, Prime Minister's Secretariat, Parliament Secretariat(s), Department of Parliamentary, Affairs, Supreme Court, President's Secretariat (including Military Secretary), Election Commission and the Comptroller and Auditor General. The Ministries etc. concerned will communicate the orders to the offices under their control.

The State Governments will on receipt of the intimation from the Secretary to the Government of India in the Ministry of Home Affairs cause similar orders to be issued for offices under their control,. In case any official extraordinary announcement is put out by the State Governments, they will distribute copies to the Heads of Consular Posts within the respective States.

(4) After consultation with the Ministry of Defence, the Ministry of Home Affairs will make arrangements for the fun der al.

(5) The Ministry of Home Affairs, will inform all Governor's and Raj pramukhs' Secretaries, State Governments of the date and time of the funeral by telegram, and endorse copies to all Ministries of the Government of India, the President's Secretariat (including Military Secretary), Prime Minister's, Secretariat, Cabinet Secretariat, Planning Commussion, Parliament Secretariat (s), Election Commission, the Comptroller and Audi tor General, Department of Parliamentary Affairs and the Supreme Court for information vi de Draft V.

The funeral will be attended by all Gazetted officers of Government who may be present in the station. Civil

officers will wear appropriate mourning dress. Crape bands will be worn by Military officers in uniform.

The Ministry of External Affairs will arrange to inform all Diplomatic Mission at Delhi and Indian Missions abroad. The Ministries of Commerce and Industry, Foo d and Agriculture and X Education will also inform the heads of offices, if any, under them abroad.

(6) The day of the funeral will be declared a public holiday under the negotiable Instruments Act and will be treated as a paid holiday for all daily-rated employees of the Government of India. Orders to this effect will issue from the Ministry of Home Affairs, and will be communicated to all State Governments for information and

to all Ministries of the Government of India, the Supreme Court, Cabinet Secretariat, President's Secretariat (imcluding Military Secretary), Prime Minister's Secretariat, Parliament Secretariat(s), Department of Parliamentary Affairs, Election Commission, Comptroller and Auditor General for information and necessary action. Vide Draft VI-B.

(7) The Secretary to the President will obtain the instructions of the President as to whether any obituary notification on behalf of the President is to be recorded in the Gazette of India, and if so, he will in due course publish the notification in Gazette Extraordinary (black edged).

III. GOVERNOR/RAJPRAMUKH/LT. GOVERNOR.

(1) In the event of the death of a Governor/ Raj pramukh/Lt. Governor of a State, while holding office, the Secretary to the Governor/Raj pramukh Lt. Governor will at once inform the Secretary to the President of the event by most Immediate telegram. He will at the same time inform the Government of India(Ministry of Home Affairs) all Secretaries Governor's, Rajpramukhs' and Lt. Governor's, and Chief Commissioners of the event by Most Immediate telegram. He will by a subsequent telegram inform them of the day and time fixed for the funeral as soon as a decision has been taken.

The same information will be supplied by the Governor's/Raj pramukh' s /Lt. Governor's Secretary to the Chief Secretaries of the States and to the heads of offices of the Government of India in the State.

(2) On receipt of intimation of the death of the Governor/Raj pramukh/Lt. Governor the Ministry of Home Affairs State will by immediate telegram issue instructions to all "overnments regarding the closing of Government offices and flying of flags at half-mast in State Capitals (Draft VII). A copy of these orders will also be endorsed to all the Ministries etc. for necessary action.

(3) The State Government concerned will publish

a Gazette Extraordinary announcing the death, copies of which they will send to the Government of India in the Ministry of Home Affairs.

(4) The State Government concerned will issue instructions regarding the period for which State mourning will be observed, which shall not exceed seven days within the State concerned.

(5) The State Government will make arrangements for the funeral in conjunction with the

for the funeral in conjunction with the Military Secretary to the Governor (or in his absence the Secretary to the Governor) and the local military authorities. The local military authorities will arrange for the firing of 17 minute guns (except where Rajpramukh is entitled to more guns in his personal right at the time of the funeral, at the Headqaurters of the State Government provided artillery units are locally available.

(6) The State Government will issue such orders as they consider necessary for the closing of offices under their control. The offices of the Central Government in the State will follow the orders issued by the State Governments in them matter of closing of offices, flying of flags and mourning.

(7) The Secretary to the Government of India in the Ministry of Home Affairs will prepare an obituary notification for the consideration of the President and when approved, publish it in a Gazette of India, Extraordinary (Part I, Section I) (black adged).

IV CHAIRMAN OF THE COUNCIL OF STATES/SPEAKER OF THE HOUSE OF THE PEOPLE/CHIEF JUSTICE OF INDIA.

In the event of the death of the Chairman of the Council of State/Speaker of the House of the People/Chief Justice of India while holding office.

(i) Secretary, Parliament Secretariat(s)/Registrar of the Supreme Court will inform the Secretary to the Government of India in the Ministry of Home Affairs,

Secretary to the President and the Military Secretary to
the President of the event,
(ii) the Ministry of Home Affairs, will then inform
all Ministries, of the Government of India, Cabinet
Secretariat Prime Minister' S Secretariat, Parliament
Secretariat(s), Department of Parliamentary Affairs,
Election Commission, Comptroller and Auditor General and
State Governments and Chief Commissions.
(iii) the Secretary to the Government of India in
the Ministry of Home Affairs will issue a Gazette
Extraordinary announcing death;
(iv) The Ministry of Home Affairs will issue orders
for the hoisting of Flags at half-mast on all buildings(a)
at the headquarters of the Government of India, and (b) if
he dies outside Delhi in the State where he dies, until
the funeral or the body is removed outside the State
cremation?
V. CABINET MINISTERS OF THE INDIAN UNION.
for
On receipt of intimation of the death of a Minister,
while holding office the Ministry of Home Affairs will -
(i) inform all Governors,/Rajpramukhs'
Secretaries
and Chief Commissioners, State Governments, all Ministri es
of the Government of India, the Cabinet Secretariat, Prime
Minister's Secretariat, Parliament Secretariat, Supreme Court,
Department of Parliamentary Affairs, the President's
Secretariat, Election Commission and Comptroller and Auditor
General of India of the event%3B

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(ii) issue orders for the closing of offices, and
for the hoisting of flags at half-mast on all buildings under
the control of the Government of India throughout India.
Request all State Govemments to take similar action.

(Drafts III & IX).
(iii) issue a Gazette Extraordinary announcing the death (as in Draft III).
(iv) issue an obituary notification in the Gazette of India Extraordinary (Part I, Section I)(Black edged).

OTHER MINISTERS (INCLUDING DEPUTY MINISTERS):

As in the case of Cabinet Ministers except that the State Goverments will simply be informed of the event and of the cation taken by the Central Govemment but not asked to take similar action.

VI. CHIEF COMMISSIONERS'

In the even of the death of a Chief Commissioner while holding office, the next senior officer will direct the issue of a public announcement, the closing of the o offices of the Administration of the day of the death, and the hoisting of flags at half-mast on all buildings under the control of the Administration until after the funeral. He will intimate the event to the Ministry of Home Affairs, or the Ministry of States as may be appropriated the and to the Secretary to the President. He will also inform the Heads of offices of the Government of India in the State of the event, and of the date and time of the funeral. The heads of those offices will order them to be closed on the day of the death and on the day of the funeral. The flags on all buildings of the Central Government in the State will be flown half-mast until after the funeral.

VII GENERAL.

(i) On the death of an ex-Governor-General and ex-President, the Government of India will take such action as may be appropriate in each case.
(ii) On the death of an ex-Governor/Raj pramukh the State Government concerned will take such action as it considers appropriate.
(iii) On the death of any head of a foreign State or any High Personage of a foreign State, or any other important person, the Government of India will take such action as may be appropriate in each case, .

VIII. State Governments will frame similar suitable instructions in regard to other High Personages of the State.

Note. I. The buildings referred to in these orders do not include Government Houses or the residences of Chief Commissioners. The action to be taken in regard to the hoisting of flags at half-mast on such houses and residences is as follows:-

(i) On the death of a President, flags will be hoisted at half-mast on all Government Houses and residences of Chief Commissioners from the time of the receipt of the intimation of the President's death until the end of the period of State mourning.

(ii) On the death of the Prime Minister, flags will be hoisted at half-mast on all Government Houses from the time of the receipt of the intimation of the Prime Minister's death until the end of the period of State mourning.

(iii) On the death of a Governor/Rajpramukh flags will be hoisted at half-mast on the residence of the deceased Governor/Raj pramukh until the end of the day of the funeral, and on the residences of other Governors/ Rajpramukhs and Chief Commissioners on the day of the funderal.

(iv) On the death of Chairman, Council of States, the Chief Justice of India, the Speaker of the House of People or a Member of the Council of Ministers of the Indian Union action will be taken in accordance with the orders issued at the time by the Ministry of Home Affairs.

(v) On the death of a Chief Commissioner, flags will be hoisted at half-mast on the residence of the deceased until the end of the day of the funeral.

प
ANN EXURE.
Draft
I.
Most Immediate Telegram to all Governors'/Raj pramukhs
Secretaries %; Chief Commissioners and State Governments.
MOST IMMEDIATE TELEGRAM.

Most profoundly regret to state that the President/ Prime Minister ... (name)........Passed away at (Time).... (date).........(stop) Flags to be flown half-mast on all Government buildings (Stop) Offices to be closed as a mark of respect (stop).

on
for

(No te- This telegram is to be repeated to the Chief Justice of India, Speaker of the House of People and Members of the Council of Ministers of the Indian Union if any of these officers are not at the headquarters of Government. Otherwise a copy of the telegram is to be endorsed to them).

DRAFT II
0.M.

The undersigned is directed to announce with deep regret the death of & (Name) It has been decided as
on
_
a mark of respect that all offices under the control of the Government of India throughout India should be closed and that flags should be flown at half-mast on all Government buildings, .(The day should be treated as paid holiday for all daily rated employees of the Central Government). It is requested that necessary steps may be taken immediately to implement the decision.

To
*With 100

All Ministries of the Govt. of India et.etc.
and all Regional Commissioners.
spare copies to
External Affairs and
usual No. of spare copies
to Ministries.

TO BE PUBLISHED
IN THE GAZETTE
OF INDIA
EXTRAORDINARY
Mart....1
Section...1.
DRAFT III
NOTIFICATION.

The Government of India announce with the
Most pro found regret the death of (name) at
A further Gazette Extraordinary will be
issued in due course.

21

Secretary to the Govt. of India.

* 100 spare copies
to the Ministry
of External
Affairs and usual
No. of spare
copies to others.

1) Copy forwarded to all States (Part A.B.C.&D)
ii) Copy also forwarded to all Ministries of
the Government of India, etc. & Regional
Commissioners.

To
Telegram
Draft IV
State.
All States (Part A.B.C. & D.).
Most Immediate.

(State mourning for (Name)
observed for
(Number)
will be
days upto and including
(date) _ (stop) Flags will be flown at half-mast and there will be no public entertainment during this period (stop).
Home.
*with 100 spare
copies to Ministry
of Extemal Affairs
and usual No. of
spare copies to
others.
*
Copy forwarded for information to: -
(I) Ministry of Works Housing & Supply/External Affairs for necessary action and
(II) all other Ministries of the Government of India etc. and all Regional Commissioners for communication to offices under their control.
B.0.
Under Secretary (P)

DRAFT V
Telegram
State.
To
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To
Al 1 Governors' /Rajpramukhs' Secretaries.
All States (Part A. B.C. & D.)
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MOST IMMEDIATE.
22
Es
Continuation this Ministry's telegram _ (.)
Funeral of late (Name)
_President/Prime Minister
Place)
will take place on _ (date & time) at
which is being declared public Holiday under N.I. Act (.)
Notification follows Stop
No..
Y
Home.

Copy forwarded for information to all Ministries of
the Government of India etc. etc. and all Regional
Commissioners.

B.O.
Under Secretary(Pb)

To be published in the Gazette of India Extraordinary Part II Section

DRAFT VI

Notification.

In exercise of the powers conferred by Section 25 of
the Negotiable Instruments Act, 1881 (XXVI- of 1881), the
Central Government is pleased to declare (day)
the
(date), being the day of funeral of (name)
to be a public holiday throughout India.

Secretary to the Govt. of India.

III.
*100 spare
No.
copies to Ministry of

E.A. and usual number
of spare copies to
others.
dt.
Copy forwarded to :-
1) All States (Part A.B.C. &. D.)
11) All Ministries of the Govt. of India etc. etc.
and all Regional Commissioners for information
and communication to the offices under their

control.
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The day of funeral will be treated as
a, Paid holiday for all daily rated employees of
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the Central Government.
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Under Secretary to the Govt. of India
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DRAFT VII
MOST IMMEDIATE TELEGRAM TO ALL
STATE GOVERNMENTS (Part A.B.C.&. D.)
Profoundly regret to state that
Raj pramukh of
passed away at
office are as mark of respect being closed
Governor/
Government
and fla
flown at half-mast on all Government buildings (stop)

similar action be taken in State Capitals.
Request
No.
Home
at.
Copy forwarded to
All Ministries of the Government of India
etc. and all regional Commissioners, for
in formation and for communication to the
authorities under their control.
S'

DRAFT VIII.

MOST IMMEDIATE TELEGRAM TO ALL GOVERNORS'/RAJPRAMUKH
SECRETARIES, CHIEF COMMISSIONERS & STATE GOVTS.

Deeply regret announce death_
(Sto p)
Government offices are as mark of respect being closed
and flags flown at half-mast
buildings (stop) Request State
on all Government.
Government to take some action.
repealed

(Note. This telegram is to be requested to the
Chief Justice of India, Speaker of the House of the
People and Members of the Council of Ministers of the
Indian Union, if any of these officers are not
at the headquarters of the Govt. Otherwise a copy-
of the telegram is to be endorsed to them).

DRAFT XK I

Same as Draft II

-: 0 :-

CHAPTER IV
Deaths of important
persons.
x attached.
x attached

x attached.
[JX
(5)
whole.
52
25
OFFICIAL INSIGNIA.
4. The Official Mourning will, as a
general rule, be observed by Indian Mission
abroad only in the cases of the demise of
Presidents and Prime Ministers of India.
In other cases, ad hoc instructions will be
where necessa
issued by the Government of India.
On confirmation of the fact of death
having occurred, the Ministry of External
Affairs will inform the Missions by a most
immediate telegram [Annexure II (a)]. On
receipt of this information, the Missions
will immediately close the offices for the
day. If, however, the information is
received after 12 noon, the offices will
of that day. for
be closed for the afternoon and for the
the
following day.
Official Mourning will be observed
for 13 days on the death of the President
and for 10 days on the death of the Prime
Minister.
Flags will be flown at half-mast
during the period of the Official Mourning.
Keep
The Missions will open mourning
during
4
registers and keep them open for the period
of the Official Mourning. The opening of
mourning registers will be notified by

The
G
them to local authorities and other permane:
at the
foreign representatives in station.
The date fixed for the funeral in
Adia will be communicated by the Ministry
of External Affairs to all Missions by a
most immediate telegram [Annexure II (b)],
and
The day of funeral will be declared as a
closed day by the Missions. The Ministry
of External Affairs will also inform the
Missions by a telegram [Annexure II (c)]
about any memorial meeting to be held in

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India.
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Where the size of the local Indian
community warrants, a memorial meeting may
be arranged to be held, at the discretion of
vino bs
the Head of the Mission, on the day on which
such a meeting is held in India or on the last
also
day of the Official Mourning. See Chapter XL]
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(a)
Annexure II.

Forms of telegrams.
Telegram intimating death.
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5*
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N
To
Most immediate.
All Indian Diplomatic Missions and
Consular posts abroad.
state
Most profoundly regret to inform that
President/Prime Minister (name)........ passed
away at (time)........ I.S.T. on (date).......
(Name)........
has assumed office as new
President/Prime Minister.
(b) Telegram intimating funeral.
Most immediate.
P25
N
To
All Indian Diplomatic Missions and
Consular posts abroad.
our
Continuation my circular telegram
Funeral of late
President/
Prime Minister will take place on (date and
time)......... at (place).....
(c)
Telegram intimating memorial meeting.
Most immediate.
To
paз
N
All Indian Diplomatic Missions and
Consular posts abroad.
av2

Continuation my circular telegram
Memorial meeting for late President/Prime
Minister will be held on (date and time).....
at (place).....
Or
ar
Continuation my circular telegram....
No repeated No Memorial meeting proposed
locally.

CHAPTER IV

15

Desins

Desins of Seals.

OFFICIAL INSIGNIA.

15.

The designs of the seals and the

28

stamps are as follows:-

The Official Seal. Circular in
shape. The State Emblem with the motto
"सत्यमेव जयते"
Styameva Jeytel in Hindi within the
inner rim and the name of the mission to
which it is issued between the inner and
the outer rims.

The Wax Seal. Oval in shape. The
" सन्यमेव जयते
State Emblem with the motto 'Styameva
Jeyte in Hindi within a rim and the name
of the mission to which it is issued outside
the rim.

The Official Stamp. Circular in
shape. The State Emblem with the motto
सत्यमेव जयते

41

Styameva Jeyte in Hindi within the inner

rim and the name of the mission to which
it is issued between the inner and the
outer rims.
Office Stamps. As required, but
without a rim and the State Emblem etc.

Page - 58
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File No. 8 FS3/51
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Page - 59
CHAPTER IV
OFFICIAL INSIGNIA
Hoisting of the National Flag
Sizes of flags.
AIDI2 CHAPTER IV
OFFICIAL INSIGNIA
gib Contents
qib legioning 10 Pro od glblod
Local usages and foreign national occasions.
Deaths of important persons
Other occasions
B
Flying of National Flag
Ceremonial flag hoisting display
National Anthem

Flying of foreign flags
Fly ing of flags by Indian nationals residing abroad
Display of the flag on cars
Flagstaffs
National Emblem Shields.
Seals and Stamps
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Designs
Official Seals
star
Official Stamps
Ink pads
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18-19
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Obsolete Seals
ANNEXURE
List of Indian Anniversaries on which the National Flag should be hoisted.
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-1000 is no (2908)
panalo svig idyim oz ob of
ody to notab edi no ro
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blow aid nsdz
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binodus sol srl o wstyds of brey
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OFFICIAL INSIGNIA

CHAPTER IV

Hoisting of the
National Flag.
Sizes of flags.
Local usages
national
sions.

OFFICIAL INSIGNIA

In countries where it is the custom for diplomatic and consular representatives to fly their national flags over their official residences, Indian Foreign Service Officers holding the posts of principal diplomatic or consular representatives will hoist the National Flag of India. They may also fly the Flag on their offices in similar circumstances.

2. The prescribed sizes of the National Flag are:-

(1) 21 feet X 14 feet.
(2) 12 feet x 8 feet.

(3) 6 feet X 4 feet.
(4) 3 feet x2 feet.
(5) 9 inches x 6 inches (Motor Car flag).

Flags of these sizes will be supplied to Missions abroad on application to the Ministry of External Affairs.

The sizes of the flags to be used normally by diplomatic and consular officers for various purposes are as follows :-

For use on shore

•

For use on shore when specially authorised, e.g., on exceptionally large buildings

For use on boats

For use on board ships

12 feet X8 feet.

21 feet X 14 feet.

3 feet X 2 feet.

12 feet X 8 feet.

At posts where the prevalence of high winds makes large flags unsuitable, flags of the size 6 feet X 4 feet may be flown on buildings.

3. On the occasion of local official celebrations or mourning, local usages and foreign should be observed, it being as a general rule desirable that the flag should be

occa- flown (at the mast-head or at half-mast according to circumstances) on all occasions when this would be regarded as complimentary to the local authorities, or to countries locally represented; or when omission to do so might give offence

(e.g. on the accession or death of a foreign Sovereign, or on the occasion of the birth, marriage or death of a member of the Royal Family of a country locally represented; or on a Presidential inauguration, etc.)

Deaths of important persons.

Other

sions.

Occa-

Flying of National Flag.

4. (To be issued later on).

5. Foreign Service Officers may also fly their flags at any time if

they think it desirable, paying due regard to the view of the local authorities.
and to the practice followed by their foreign colleagues.

6. The National Flag should be flown ashore on the Indian anniversaries shown in the annex. to this chapter. It should also be flown over official residences at ports during the stay in port of an Indian Navy ship.

2

Page - 61

CHAPTER IV

OFFICIAL INSIGNIA

C

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97. Normally, ceremonial hoisting displays (as distinct from flying the flags
Ceremonial
as stated above) can only be performed by authorised defence service personnel. flag hoisting dis-
If on any special occasion a Mission considers it necessary to organize or play.
authorise such a ceremony, prior sanction of the Ministry of External Affairs
should be obtained. Indian nationals residing abroad should also be advised
accordingly.

8. All Indians serving in Missions should learn the National Anthem. National
They should be encouraged to teach it to other Indian nationals, and to sing it them.
in chorus with them on appropriate occasions.
An-

9. The flag of the country to which they are accredited may be flown by Flying of for-
Indian diplomatic and consular representatives abroad along with the National eign flags.
Flag on special occasions on a reciprocal basis with the approval of the Ministry
of External Affairs.

10. Before advising Indian nationals abroad on the question of their flying Flying of flags
the National Flag on Indian anniversaries, the appropriate authorities of the by Indian na-
tionals residing
Government to which the Mission is accredited should be consulted, to ascertain abroad.

whether such action would be in accordance with the practice followed by the nationals of other states on similar occasions ; and also whether their Government would appreciate the flying of their own flag alongside the Indian National Flag on such occasions. If any doubt arises in this matter the Ministry of External Affairs should be consulted.

11. The National Flag can also be displayed by Heads of Indian Missions Display of the
on their cars. The Flag should only be flown when the Head of the Mission flag on cars.
is himself using the car; otherwise it should be furled.

12. The cost of the provision and erection of flagstaffs will normally be Flagstaffs.
sanctioned on application being made to the Ministry of External Affairs, but each application must be accompanied by an estimate of cost.

Disles
13. Enamlled Shields for displaying the National Emblem on the frontages National Em-
of diplomatic and consular Missions will be provided on application to the blem Shields.
Ministry of External Affairs.

14. Seals and stamps are provided on application to the Ministry of External Seals
Affairs. The distinction between seals and stamps, and the circumstances in Stamps.
which they may variously be used, are set out below :-

(i) The Official Seal.-This is an embossing press to be used only for imparting legal validity to the document on which it is impressed. In practice, the Official Seal will normally only be used when a notarial act is required. The legalisation of a signature or seal is not a notarial act, and it is therefore sufficient for the officer signing the legalisation to append the Official Stamp.

(ii) The Wax Seal.-This is a metal-die which leaves an impression in relief in wax. It should be used only for sealing envelopes and similar packages. It imparts no other significance to the package or document on which it is impressed other than the fact that it has been closed at a particular office.

3
and

dosing

CHAPTER IV

nomsha2 agell (ii) The Official Stamp. This is a metal-faced or a rubber-faced stamp
by which an ink impression is obtained. It is used to emphasize
the official nature of the service performed by a document, to
A sms which it is not necessary to impart legal validity by affixing the
official seal; or when a document is already legally valid and
merely requires, for instance, the authentication of a signature or
seal.

Designs.

Official Seals,

(iv) Office Stamps.-Rubber-faced stamps may be used for general
office purposes only. They clothe the document on which they
are impressed with no special or official significance, and must
never be used for such purposes.

15. (To be issued later on).

16. Every Consular Section of a Mission and every Consular Post should
gnivi have an Official Seal. Each Official Seal has a padlock, and special arrangements
for its safe custody must be made by the Head of the Post. Seal wax must not,
of course, be used with Official Seals.

Official Stamps.

Ink pads.

Obsolete Seals.

17. All Missions and Consular Posts are issued with one or more Official
Stamps. The arrangements for the custody of such stamps, and the persons
who are entitled to use them, should be laid down definitely by the Head of
the Chancery (or Consular Section) or the Head of the Consular post.

18. A pad for use with special ink is necessary for the Official Stamps,
and the ordinary ink pad suitable for rubber-faced stamps must not be used
except for rubber stamps.

19. No Seals or stamps (other than office stamps) may be used except
those supplied by the Ministry of External Affairs.

20. If any obsolete seals and official stamps are held at a post, a detailed
report should be sent to the Ministry of External Affairs so that instructions

may be issued for their destruction or temporary retention or for them to be sent home for preservation at the Ministry of External Affairs.

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CHAPTER IV

OFFICIAL INSIGNIA

ANNEXURE

List of Indian Anniversaries on which the National Flag should be hoisted

I. Republic Day, 26th January.
2. Independence Day, 15th August.
3. Mahatma Gandhi's Birthday, 2nd October.

5

1. Date of despatch
2. List of enclosure.

DEPARTMENT/OFFICE.

Letter

Draft Memorandum

Telegram
No.
Dated

File No.
Serial No.

FOREIGN SERVICE INSTRUCTIONS.

AMENDMENT.

CHAPTER IV - OFFICIAL INSIGNIA

Paragraph 14. Please delete "Seals and Stamps are provided on application to the Ministry of External Affairs" and insert "Seals and Stamps will be available from the Deputy Controller of Stationery, Calcutta, on applications on indent form No.S.O. 159 along with the drawings (in duplicate) showing the exact size, design and wordings of each."

2.
Paragraph 19 may be deleted and the corresponding paragraphs remumbered.

To all holders of Foreign Service Instructions.

S. 5 (Large).

MFP-804 B&P--6767--(M-408)35-11 68-150,400 Pedo.

C

CHAPTER XL

Chapter XL

OFFICIAL MOURNING

CONTENTS

OFFICIAL MOURNING

Paragraph

guino Obligation to observe Official Mourning
Procedure for the observance of Official Mourning
Interpretation of instructions may vary according to local custom
Use of Missions and Consulates for functions

Attendence at functions
I
2
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and and ecolo
Stationery
0
Half-masting of flags.
I
4(a)
4(b)-(g)
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Chapter XL

OFFICIAL MOURNING

1. The observance of Official Mourning is obligatory upon the Government of India's Diplomatic Representatives abroad and upon members of their staff and career officers employed on consular duties, but not upon honorary consular officers or consular employees.

Obligation to observe Official Mourning.

2. (1) The Diplomatic Representatives of the Government of India will follow the procedure observed at Rashtrapati Bhavan.

Procedure for the Observance of Official Mourning.

(2) In the event of" Service Mourning" being observed special instructions will be issued with regard to its application and duration.

(3) The following details of Official Mourning observances are given as a general guide, but the procedure must necessarily vary according to circumstances and local conditions :-

DRESS

For the Government of India's Diplomatic Representatives at home, and abroad and their staff.

Gentlemen.

In Uniform

Plain Clothes:

Ties.

Ladies

Black achkans.

Black achkans or Dark Coats, Trousers and Black

Black or plain white Saris.

At Official Functions, held during a period of Official Mourning, all ladies and gentlemen attending will conform to the Official Mourning observed at Rashtrapati Bhavan, unless specific instructions to the contrary are issued.

Parties and entertainments, if for Charities and arranged previous to the announcement of Official Mourning, may be given or attended during the Mourning period.

Official functions which have been fixed previous to the announcement of Official Mourning may be given or attended during Official Mourning.

Such functions might be taken to include :-

Ceremonies for Opening Buildings, Bazaars, etc.

Charity Concerts.

Agricultural Shows.

Athletic Meetings.

3. Since the mourning customs of many foreign countries are different from
Interpretation of
those obtaining in India, anything that might give offence or cause unfavourable
instructions may
comment among the local community should be avoided. It is not intended vary
according
to restrict, more than such an interpretation requires, social contacts of which advantage can usefully be taken in the public interest.

2

to local custom.

Use of Missions
and Consulates
for functions.

Attendence at
functions.
Stationery.
Half-masting of
flags.

4. While Official Mourning is being observed :-

(a)

OFFICIAL MOURNING

The premises of the Missions and Consulates should not be used for any functions except those of a charitable nature. This, however, does not exclude the giving of hospitability on a small and informal basis.

(b) Entertainments given outside the Mission or Consulate for charitable or propaganda purposes may be attended at discretion, as may also performances of an intellectual or instructional character, subject to what has been said as to the need to consider local sentiment.

(c) No dances or formal parties should be given and dancing at restaurants etc., should be avoided.

(d) Receptions given by foreign colleagues on national days should not be attended, but cards must be left.

(e) Heads of Missions should decline all invitations to social gatherings of a formal kind. The same applies to other officers, in regard to whom, however, some relaxation (excluding dancing) may be allowed at discretion towards the end of the mourning period found expedient for the maintenance of contacts in regard to current questions.

if

(f) Heads of Missions should avoid taking part in any public ceremonies except those of a religious or otherwise solemn character.

(g) Hospitality may be given and accepted provided that large and formal parties are avoided.

5. Mourning stationery should not be used unless specially instructed to the contrary by the Government, or if it is de rigeur in the local community or Government circles.

All Missions and consulates should hold a small stock of mourning stationery for this purpose; and great care should be taken to prevent it from deteriora-

tion. The black border should not exceed in width a quarter of an inch.
6. The half-masting of flags is dealt with in Chapter IV.
3

Deaths of important
persons.
4.

attached.
=attached.
1 attached.
will
The Official Mourning, as a general
rule, [will] be observed by [the] Indian Missions
abroad only in the cases of the demise of
Presidents and Prime Ministers of India. In
other cases [if necessary ad hoc instructions
will be issued by the Government. #When the]
On confirmation of the fact of seath having occured
death occurs the Ministry of External Affairs
[death occurs]
will inform the Missions [of it] by a most
immediate telegram [Annexure II (a)]. On
receipt of this information, the Missions will
immediately close the offices for the day.
If, however, the information is received
after 12 noon, the offices will be closed for
the afternoon and for the following day.The]
Official Mourning will be observed for 13 days
on
[at the death of the President and for 10 days
on
[at] the death of the Prime Minister. [(_ The] Flage
at
will be flown half-mast during the period of

the Official Mourning. # The Missions will
open mourning registers and keep them open
for the period of the Official Mourning [and]
The opening of momning registers
[this] will be notified by them to local
authorities and other permanent for ei ju
representatives in station.
The Sate fixes for [when] the funeral takes place, the]
the
in India will be
communicatedb Ministry of External Affairs [will inform the]
to all Missions [of it] by a most immediate telegram
[Annexure II (b)]. The day of funeral will
closes say
also be declared as a holiday by the Missions.
The Ministry of External Affairs will also
by at ele gram
any
inform the Missions about [the] memorial meeting
to be held or not to be held in India.by]
a most immediate telegram [Annexure II (c)].
Where the size of the local Indian community
warrants, a memorial meeting may be arranged
to be held, at the discretion of the Head of
the Mission, on the day on which such a
meeting is held in India or on the last day
of the Official Mourning.

Deaths of important
persons.
4.
x attached
671
At the death of President and
Prime Minister the Official Mourning should
be observed for a period of 13 days and 10
days respectively. The Flag should be

flown half-mast during the period of Official Mourning. On other occasions, if necessary, ad hoc instructions will be issued by the Government.

On the day of death, offices should be closed. If the intimation regarding death is received after 12 noon, offices should be closed for the afternoon and for the following day. The day of funeral should also be treated as a holiday.

Missions should open mourning registers and keep them open for the period of Official Mourning and this should be notified to local authorities. At the discretion of the head of mission, where the size of local Indian community warrants, a memorial meeting may be arranged to be held, on the day on which such a meeting is held in India or on the last day of Official Mourning.

The intimation about death, funeral and memorial meeting will be sent to missions by the Ministry of External Affairs by most immediate telegrams. (Annexure II)

LSG
Official Seal -
OF IND
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PAGHDAD
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>
Official Stamp
Rubber stamp.
MINISTRY
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NEW
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सत्यमेव जयत
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AFFAIRS
OF INDIA
*
सत्यमेव जयते
GOVERNMENT
Approved shape, but its
size will be as in NO2.
Wax Seal -
Metal Die.
2
Affironed the size, but
and rum.
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have the motto
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in
No 1.

Ministry of External Affairs.

Extracts from AD-II Branch File No.F.22 (75) ADII/52.

XXX
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XXX
XXX

2. Section 14 of the Foreign Service Instructions lays down that the seals and stamps are provided on application to the Ministry of External Affairs. This is not in accordance with the rules for the supply of stationery stores. Under the rules for the supply of stationery stores, an Indent on form No. S.0.159 has to be placed on the D.C.S., Calcutta by the Indentor along with the drawings (in duplicate) showing the exact size, design and wording of each of rubber stamps required. The section may be amended accordingly, as we receive requests from the Indian Missions abroad in this regard and we have then to forward these requests to the DCS, Calcutta. Asstt. (FSI) amy see.

XXX
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XDX
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XXX

Hill brauch file
returned today.
SUG
3/6/53

This case was discussed with J.S. (AD) at to-day's morning meeting when it was decided that, in view of the fact that the sizes of seals and stamps used by our missions abroad are not uniform, their supply from India should continue to be made th through the Ministry of E. A., as laid down in

para 14 of the Foreign Service Instructions - Chapter
IV. No amendment need, therefore, be made.
Sd/- 0.V.Ramadorai.
5.6.53.

From
To
20
(1
The Joint Secretary to the Government
Ministry of External Affairs.
All Indian Missions and Posts abroad
except Embassy of India in
United States of America.
of India,
Memorandum No.D.5462-GII/50
Dated, New Delhi, the 8th
December, 1950.
Subject:
Flag-hoisting ceremonies by Indian Missions
and nationals abroad on Indian National
Day, etc.
the
It has been/practice until now to observe
the National Day, etc. by commencing the celebrations
with a ceremony involving the hoisting of the Indian
National Flag and the singing of the National Anthem.
The flag-hoisting ceremonies were ominently suitable and
effective during the days of political struggle for
independence. Now that India is independent, the
flag assumes a much greater importance. In order to
ensure the greatest possible respect and dignity for the
flag, it is necessary to discourage unauthorized persons
from handling it in a ceremonial manner. The Indian
Army, the Navy and the Air Force and other authorised
organisations are the only competent bodies who may
normally be entrusted with the performance of ceremonies

connected with the flag. The Government of India have. accordingly decided that no flag-hoisting ceremonies should be held in future in their missions and posts abroad on the National Day or on other special occasions like the Independence Day, Mahatma Gandhi's birthday, etc. Indian nationals residing in foreign countries should also be advised to bear these views in mind in order that they may so regulate their attitudo towards this question as not to jeopardize the greater interests of national/......

national discipline and unity.

2. The question of the singing of the National Anthem on such occasions is however entirely different. A reference is invited in this connection to Foreign
8th
Secretary's D.O.No.D.6320-ADI/50, dated the 7th July, 1950, suggesting that all person's serving in the mission should learn the wording of our National Anthem and be able to sing it. They should be encouraged to sing it on all important National days in a chorus with other Indian nationals who may be present on the occasion.

*****

(B.N.Chakravaraty)
Joint Secretary

Copy forwarded to the Embassy of India, Washington, D.C., for information with reference to Shri Bhadkamkar's D.0.letter dated the 9th August, 1950 to Shri I.S. Chopra.

*****

KAPUR/6-12-50/125

By order,
I than
Under Secretary.

BY FAST AIR MAIL.

GOVERNMENT OF INDIA
MINISTRY OF EXTERNAL AFFAIRS.

EXPRESS LETTER.

From Foreign, New Delhi.
To

No.D.7199-G (II)/49
Date, New Delhi(3), the 17th December 1949.

Subject: Inauguration of Indian Republic-celebrations on 26th and 27th January 1950.

by

The Government of India have decided that the celebrations on the inauguration of the Indian Republic on 26th January 1950 should be celebrated by our Missions abroad in a simplest way consistent with the historic character of the occasion. In drawing up the programme an endeavour should be made to reconcile the need for dignity on an occasion unique in the annals of our country, with the limitations imposed 'the need for economy. The actual details as to how and in what manner the occasion should be celebrated is entirely a matter for the Heads of Missions. 26th and 27th January 1950 have beed declared as closed holidays. Hoisting of the national flags should be done as on the days of national rejoicing.

only has been san-

2.

A special grant of Rs.

ctioned for this purpose; In view of the paramount need for economy no supplementary amount can be sanctioned under any circumstances even if the expenditure incurred exceeds the sanctioned grant.

Issue of the above has been authorised.

TVB/
17-12

CM Shanna
Assistant Secretary to the Govt. of India.

From
Hlegs
73)
No.D.4802-GII/49:
GOVERNMENT OF INDI A
MINISTRY OF EXTERNAL AFFAIRS
NEW DELHI 3.
Dated the
September, 1949.
Spare
SECRET
To
Sir,
C.M.SHARNA, ESQ.,
ASSISTANT SECRETARY TO THE GOVERNMENT OF INDIA
MINISTRY OF EXTERNAL AFFAIRS
ALL INDIAN MISSIONS AND POSTS-ABROAD.

I am directed to enclose an extract from a circular letter No.87/5/47-Pub (B), dated the 21st August, 1948 from the Ministry of. Home Affairs, in regard to the flying of foreign flags in India. The question whether on occasions such as our Independence Day on August 15th, Indian nationals abroad, could appropriately fly the flag of the Indian Union over their premises would arise; and you may be approached for advice in the matter.

that before tendering any advice you should consult the appropriate
The Government of India consider
authorities in the Government to which you are accredited to ascertain whether the flying of our flag on the occasions referred to would accord with the practice followed by nationals of other states on similar occasions, and also whether they would appreciate the flying of their own flags along side ours, on such occasions.

Yours faithfully,
EMI Shanna
Assistant Secretary to the Government of India.

Extract from letter No.87/5/47 -Pub (B), dated the 21st August, 1949
from the Ministry of Home Affairs to All Provincial Governments
and Chief Commissioners.

2. The international practice is that the flag of a foreign country may be flown by the diplomatic and the consular representatives of that country, subject to any regulations made by the receiving Government in that behalf. Apart from this, international law does not recognise the right of any one to fly the flag of a foreign State. As a matter of courtesy, however, most Governments do not object to the flying by foreigners of their own flag on the days of their national festivals, but the foreign nationals normally reciprocate this courtesy by flying/side by side both their own flag and the national flag of the country in which they reside.

AGS/9

Page - 77

NO.F.41/10/49-PUBLIC
GOVERNMENT EINDIA,
MINISTRY OF HOLE AFFAIRS.
2
(A)-383-

Froma
Sardar Fter Singh
Duty Ce crcity to the Gymnf India.

To
All States.

New Delhi, (3) the
27th pr1, 150.

Subject: Rules regulating the display the National
Flag of India.

Sir,

I am directed to forward for infor
tion und
guidance a copy of up-to-date Rules for the display of the National Flag of India. They are based on the orders issued from time to time and include alterations

due to constitutional charges.
Yours faithfully,
Deputy Secretary to the Govt. of India.
*With usual number
of sapre copies
NO.F.41/18/49-Public,
New Delhi, (3) the 27th April, 100
Copy to all Ministeries of the Government
The
of India including Ministry of Finance (D fence),
(Revenue) and (I&C) Divisions; Cabinet criat;
Director General, Resettlement and Emp] yent; Primo
Minister's Secretariat; Planning Commission; Partition
Secretariat; Parliamentary Secretariat; rincipal,
Indian Administrative Service Training School%3B Director,
Intelligence Bur au; Director, Secretariat Training
School; Inspector General, Special Polico Establishment;
Commandant, Central Polico Training College, Mount Abu;

16)
Director of Co-ordination (Police Wireless); Union Public
Service Commission; Supreme Court; Military Secretary
to the President; Secretary to the President; Department of Scientific Research; Department of Parliamentary
Affairs; Office of the Election Commission, for information and necessary action.
Copy also to the Director of Publicati ns,
Publications Division, Old Secretariat! Delki,
(Mrs. Nath) for information and necessary action
so far as the pamphlet 'Our Flag' is concerned.
.
ENCL.1.
-SPS-(A)
26/4/50-D.
By order,
AVRA

(A. V. RAMAN)
Under Secretary to the Govt. of India.

RULES FOR THE DISPLAY OF THE NATIONAL FLAG OF INDIA.

The Flag is the emblem of the Nation. It is essential that it should not be brought into disrepute by unregulated use..

The following rules have therefore been prescribed for the display of the National Flag of India:-

I. Display of the Flag on Buildings.

(a) Normally the Flag should be flown only on important Government buildings such as High Courts, Secretariats, Commissioners' Offices, Collectorates, Jails and offices of the District Boards and Municipalities.

(b) The Flag should also be flown on the residences of the -

(i) Governors and Rajpramukhs when outside their States if they stay either at their own or other private residences.

(ii) Ruling Princes may also. use the flag together with their own flags, if they so desire.

(iii) Heads of Indian Mission in foreign countries. They may also fly the flag on their offbes where these are separate from their residences.

(iv) Minis ters of Union and States.

(v) Ministers of State of the Central Government.

(vi) Chairmen of Upper Chambers where these exist.

(vii) Speakers of the Parliament of India and State Legislative Assemblies.

(viii) Chief, Commissioners.

(ix) Regional Commissioners in Part B Statos.

(x) Commissioners of Divisions, Deputy Commissioners and Collectors of Districts.

(c) In frontier areas, the flag may be flown at special places.

(d) (i)-The President has a special flag of his and will continue to fly the same.

7/1

(d)(ii)-The Governors and Rajpramukhs have their own special flags and will continue to fly them within their States.

(e) (i)-If the President, the Prime Minister or the Deputy Prime Minister while visiting a State stays with the Governor or Rajpramukh in the Government House, the President's Flag or the National Flag of India, as the case may be should also be flown on the top of the main building or on the top of the wing, where the President, the Prime Minister or the Deputy Prime Minister happens to reside, or in a conspicuous part of the forecourt

sta

2-

or the main approach.

(e) (ii) If the Governor or the Rajpramukh stays in the Circuit House within his State and the President, the Prime Minis ter or the Deputy Prime Minister also stays in the same house as his guest, the same practice as in the preceding sub-rule should be followed.

(e) (iii)-If the President, the Prime Minister or the Deputy Prime Minister proceeds to a State town where the Governor or the Rajpramukh is not present, the President's Flag or the National Flag of India as the case may be, should be conspicuously displayed on a flagstaff or an improvised pole on the top of the house.

II. Display of the Flag on Cars.

The privilege for the use of the Flag on motor cars will be limited to the -

I.

(i) Governors and Rajpramukhs when outside their States.

(ii) Ruling Princes may also use the flag together with their own flags if they so desire.

(iii) Heads of Indian Missions in foreign countries.

(iv) Ministers of Union and States.

(v) Ministers of State and Deputy Ministers of the Central Government.

(vi) Chairmen of Upper Chambers where these exist.

(vii) Speakers of the Parliament of India and State Legislative Assemblies.

(viii) Chief Commissioners.

(ix) Regional Commissioners in Part 'B' States.

1

III. GENERAL.

(i) On special occasions like the Independence Day celebrations - 15th August, Mahatma Gandhi's birthday, January 26 and National week, as well as on any other particular day of National Rejoicing, the use of the flag will be unrestricted.

(ii) The use of the flag by the Army, Navy and the Air Force will be governed by the special rules made for the purpose.

(iii) The flag should not be flown by persons other than those mentioned in these rules except as provided in (i) above.

METADATA

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Branch	FOREIGN SERVICE INSTRUCTION
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